

Mono County Local Transportation Commission

PO Box 347
Mammoth Lakes, CA 93546
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commdev@mono.ca.gov

PO Box 8
Bridgeport, CA 93517
760.932.5420 phone, 932.5431 fax
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AGENDA

January 13, 2014 – 9:00 A.M.
Town/County Conference Room, Minaret Village Mall, Mammoth Lakes
Teleconference at CAO Conference Room, Bridgeport

**Agenda sequence (see note following agenda).*

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE**
2. **PUBLIC COMMENT**
3. **MINUTES:** Approve minutes of December 9, 2013 – *p. 1*
4. **COMMISSIONER REPORTS**
5. **ACTION ITEMS**
 - A. Approve Resolution R14-01 authorizing the submittal of a FY 2014-15 FTA Section 5304 Transportation Planning Grant in the amount of \$100,000 to fund Eastern Sierra Transit Authority's (ESTA) Short-Range Transit Plan and authorize the LTC and ESTA's executive directors to sign the application and, if awarded, agreements and amendments. (*Jill Batchelder*) – *p. 4*
 - B. Receive Regional Transportation Improvement Program (RTIP) update and adopt Minute Order M14-01 approving technical corrections to 2014 RTIP (*Gerry Le Francois*) – *p. 20*
6. **ADMINISTRATION**
 - A. Conduct initial discussion regarding 2014-15 Overall Work Program (OWP) & provide any desired direction to staff (*Scott Burns*) – *p. 23*
 - B. Receive Active Transportation Program workshop & provide any desired direction to staff (*Gerry Le Francois*) – *p. 24*
7. **TRANSIT**
 - A. Eastern Sierra Transit Authority (ESTA) update (*Jill Batchelder*)
 - B. Yosemite Area Regional Transportation System (YARTS) update
8. **CALTRANS**
 - A. Winter closure of dry local highways (North June Lake Loop, Tioga Road) – *p. 48*
 - B. Workshop: Bridgeport passing lanes – *p. 49*
 - C. Report activities in Mono County & provide pertinent statewide information
9. **INFORMATIONAL**
 - A. Chalfant Transportation Survey – *p. 50*
 - B. Bicycle Passing: AB 1371 – *p. 57*

More on back...

10. **UPCOMING AGENDA ITEMS**

11. **ADJOURN** to February 10, 2014

***NOTE:** Although the LTC generally strives to follow the agenda sequence, it reserves the right to take any agenda item – other than a noticed public hearing – in any order, and at any time after its meeting starts. The Local Transportation Commission encourages public attendance and participation.

In compliance with the Americans with Disabilities Act, anyone who needs special assistance to attend this meeting can contact the commission secretary at 760-924-1804 within 48 hours prior to the meeting in order to ensure accessibility (see 42 USCS 12132, 28CFR 35.130).

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DRAFT MINUTES

December 9, 2013

COUNTY COMMISSIONERS: Tim Fesko, Larry Johnston, Fred Stump
TOWN COMMISSIONERS: Jo Bacon, Sandy Hogan, Matthew Lehman
COUNTY STAFF: Scott Burns, Gerry Le Francois, Garrett Higerd, C.D. Ritter
TOWN STAFF: Peter Bernasconi
CALTRANS: Forest Becket
ESTA: John Helm
GUESTS: Chris Lizza

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Chair Larry Johnston called the meeting to order at 9:02 a.m., and led the pledge of allegiance.

2. **PUBLIC COMMENT:** Chris Lizza, Lee Vining resident/planning commissioner/Mono Basin RPAC, cited a recurring issue. Despite some progress with Caltrans, when Yosemite closes Tioga, Caltrans shuts gates at base, precluding cross country skiing or ice skating. Despite dry road, Tioga was closed all Thanksgiving week. Caltrans issues are public safety (but rockfall is no greater than midsummer) and workload (staff up with seasonal crews; if no snow, they have nothing to do). Lizza has done all he can at RPAC level. He requested policy change in order to provide recreational opportunities. Agendize for discussion.

3. **MINUTES:** Special Meeting November 15, 2013

MOTION: Adopt minutes of Nov. 15, 2013, as amended: 1) 6C, first graph, last sentence: **Buses "Jammers"** are from the late 1930s, but Ford Motor Co. donated new **bus** chasses in 2002; **the free transportation system also has modern buses.** 2) 8B: BLM had removed cattle **grazing permits.** (Hogan/Bacon. Ayes: 5. Abstain due to absence: Lehman.)

4. **COMMISSIONER REPORTS:** **Fesko:** Reported winter temps of 3 at home, -19 at Devils Gate, -12 at Bridgeport. **Hogan:** The Authority Advisory Committee workshop last week discussed YARTS growth and expansion (Fresno County); Tuolumne County pilot program. There is a cost to join YARTS. Marketing: review of short-range transit plan. Three reps from other counties.

5. **QUARTERLY REPORTS** (*Caltrans presented in October*)

A. **Mono County:** Garrett Higerd reported on numerous projects: 1) Rock Creek Road: Low bid is \$9 million, with Ace Engineering on aggressive one-season completion, local contractors solicited as subs; 2) Airport Road: 25% extra for bike lanes; 3) Convict Lake Road: Bike climbing lane entire way, program into Regional Transportation Improvement Program (RTIP), Federal Highway Administration (FHWA) is interested in timing, ready to go sooner than later; 4) Owens River Road: Shelved; 5) Twin Lakes Road: Add bike lanes, maybe find grant. Caltrans wants to widen roadway, but wet meadow area is sensitive. Enough demand at Twin Lakes? Yes, large-RV traffic endangers cyclists. Commissioner Johnston thought traffic counts might be needed to qualify for funding. Set workshop on guidelines. 6) Preventive maintenance: Requested increase to \$1 million + \$150,000 for environmental/engineering.

B. **Town of Mammoth Lakes:** Peter Bernasconi reported many projects completed and several out to bid.

6. **PUBLIC HEARING:**

A. Amendment to Chapter 6 Financial Element of 2008 Regional Transportation Plan (RTP):

Fencing: Two projects – airport security fence and deer fence? Commissioners Bacon and Lehman didn't want fence all along the way.

Bernasconi reported deer at airport past three months, some on runway, and described an 8'-high airport perimeter fence. Commissioner Hogan described airport fence as part of what extends from maintenance station all way to SR 203 along major deer migration routes.

Commissioner Lehman mentioned visual impact and "trying to protect everybody from everything." Weigh cost benefit, practicality, and need. There's always something – deer, ice, etc.

Johnston cited deer fencing in Nevada and found chain-link fence more obtrusive. Most significant section is where motorcycles and cars are subject to fatality due to deer collisions.

Le Francois noted unidentified funding source. Major changes to MAP-21: added airports, pavement management system, operating costs, add snow removal later.

Commissioner Stump questioned bus replacement requests despite sizable reserve. *Tied to RTIP, not RTP.*

OPEN PUBLIC HEARING: No comments. **CLOSE PUBLIC HEARING.**

Johnston thought Bridgeport Valley passing lanes were problematic. Hogan saw potential long-range effort to show MOU projects. Forest Becket distinguished between existing MOU and future MOU. Bridgeport passing has Project Study Report (PSR), alter native costs, feasible alternatives, and is a matter of funding. Johnston opposed passing lanes across Bridgeport Valley. Becket noted three-lane passing opportunities leading into Bridgeport have minimal footprint; north of Bridgeport is more challenging.

Johnston recalled no background discussion to say LTC supports it, but rest of commission was OK with it on list. Le Francois reminded that MOU would come back to LTC for approval. *Becket cited 18-mi segment with no passing lanes, but noted a list of possible competitive projects for interregional funding.*

MOTION: Adopt resolution R13-11 as amended with Town's short-range transportation projects and minor changes to transit section. *(Bacon/Stump. Ayes: 6-0.)*

7. ACTION ITEMS:

A. Regional Transportation Improvement Program (RTIP): Gerry Le Francois noted everything was funded + substantial reserve. Freeman Gulch will require lots of money in future.

Commissioner Stump again mentioned bus replacement. John Helm indicated talking about different things. Strive for 10%-20% fund balance that fluctuates because revenues and service are funded through reimbursement grants. ESTA invoices quarterly, but incurs expenses five months in arrears for costs. Funds are used as operating capital. ESTA formerly requested annual loans, but expense and service reductions allowed control of fund balance. ESTA has 56 vehicles valued at \$9 million. Ongoing replacement would keep fleet reasonably new. Seven years ago Town got 100% federal grant for 12 vehicles. But, seven-year vehicles are aging. ESTA wants regular replacement and a seventh trolley for Lakes Basin and special events. Replace a trolley each year for \$200,000. Three engines have been replaced in last 1.5 years, but maintenance costs rise exponentially, not just engines.

Le Francois noted California Transportation Commission (CTC) sometimes asks to move dollar amounts around in fiscal years. If not comfortable with that, go with what's here. Le Francois noted ESTA wants \$200,000 next fiscal year.

Wait extra year? *All trolleys are ready to replace, start with one/year.* If body is OK, why not replace chassis? *Not just engine, but all other aging components raise operating costs.*

Trolley for special events or backup? *Larger spare number. Eventually sell at auction. Town owns trolleys and cutaways. Proceeds of sale go to capital replacement.*

Moneys to Town? *Vehicles with STIP funds are owned/operated by ESTA. Got grant when ESTA first formed.* Why aren't replacements owned by ESTA? Makes more sense. Understands past with grant money. Commissioner Bacon wanted staff to work out details.

When new buses are purchased and old ones sold, where does revenue go? *Restricted to capital replacement.*

MOTION: Adopt 2014 RTIP by approving resolution R13-12 with change of moving trolley funding forward to fiscal years 2014-15 and 2015-16 *(Fesko/Hogan. Ayes: 6-0.)*

B. Letter to US Fish & Wildlife Service (USFWS): Scott Burns noted Town and County officials requested 90-day extension of comment period on sage grouse listing beyond Dec. 27, the worst 60-day

comment period. Significant impact to transportation would result, especially proposed bike lanes. Need more time. Bi-State plan may be adequate.

Commissioner Hogan noted listing is driven by lawsuits. Maybe courts could be involved. Staffs taking use-it-or-lose-it time. Get attention of others.

Commissioner Fesko was disappointed with turnout last week. Effect on residents is unknown.

Forward letter? Inyo LTC. Fesko noted the other side can sue as well, needs to be put on record at court.

Scott Burns announced a U.S. Fish & Wildlife Service (USFWS) meeting on frogs/toads in January. Board noted cumulative listing effects.

MOTION: Authorize letter to USFWS, with copies to Inyo & Alpine counties and appropriate court.
(Fesko/Bacon. Ayes: 6-0.)

8. TRANSIT

A. **Eastern Sierra Transit Authority (ESTA):** John Helm indicated baby strollers on buses must be single-wide and drivers can offer assistance. Large buses kneel and are easy to board. ESTA allows dogs with muzzles. Americans with Disabilities Act (ADA) permits trained service animals (therapy dogs are not service animals). Service animals in training? *No muzzle required.*

Winter services started Nov. 22. Night trolley runs till 2 a.m. on next-bus system. June Mountain shuttle will run daily throughout ski season, with round trips morning and afternoon. Commissioner Fesko noted June is booked and it should be interesting to see numbers.

B. **Yosemite Area Regional Transportation System (YARTS):** Next meeting is January, Authority Advisory Committee a week prior. Commissioner Hogan noted Fresno might join in two years; lots of steps.

Would bus stop in Oakhurst? *Surveys say people want bus to stop. Communications plan is needed. Maybe Fresno or National Park Service could lead the charge, not YARTS. Tuolumne is on a temporary program, likely to be first. Cost of membership is based on service hours.*

9. CALTRANS

A. **Activities in Mono County and pertinent statewide information:** Forest Becket noted urban growth boundary revision last year is reflected in new maps.

Survey crew by Devil's Gate? *Shoulder widening.* Commissioner Johnston noted Crestview rest area is open. What's happening? *Unsure. Caltrans maintenance is its own entity. Becket will find out the plan.* Johnston wanted the only rest area in Mono County to remain open (he contacted Rep. Bigelow). Becket cited funding as a main issue, and will update Johnston personally.

10. INFORMATIONAL:

A. **California's Substandard Highways**

B. **Car Tax Hike:** Should LTC take a stand on tax hike? Commissioner Stump saw it as regressive, hurtful. Commissioner Lehman thought it would force policy makers to be more responsible. Commissioner Johnston saw a firm deal brewing, fairly strong probability, so wanted to consider LTC letter. Commissioner Fesko noted it's just an idea; once something's out, provide input. He stated California wants better-mileage vehicles, better use, which means less gas, less revenue. Forest Becket described an underlying issue as state of system vs. stagnant funding. Gas tax has been fixed since 1990s. Commissioner Hogan mentioned getting people into public transit in urban settings. Millennials do not want to own vehicles. It's not an easy fix.

11. **UPCOMING AGENDA ITEMS:** 1) Tioga closure policy; 2) AT P; 3) deer issues w/ Taylor (more on other areas); 4) workshop on Bridgeport passing lanes, map; 5) trolley ownership at spring meeting (ESTA board?); 6) RTIP progress; 7) car tax hike legislation if solidified; 8) Crestview rest area Johnston; and 9) 2014-15 OWP.

12. **ADJOURN** at 11:00 a.m. to Jan. 13, 2014, in honor of the late fire captain Billy Anderson.

Prepared by C.D. Ritter, LTC secretary



January 13, 2014

STAFF REPORT

Subject: FY 2014-15 FTA Section 5304 Transportation Planning Grant

Initiated by: Jill Batchelder, Transit Analyst

RECOMMENDATION:

Approve Resolution R14-01 authorizing the submittal of a FY 2014-15 FTA Section 5304 Transportation Planning Grant in the amount of \$100,000 to fund Eastern Sierra Transit Authority's (ESTA) Short-Range Transit Plan and authorize the LTC's Executive Director and ESTA's Executive Director to sign the application and if awarded, agreements and amendments.

FISCAL IMPLICATIONS:

The FTA Section 5304 Transportation Planning Grant requires an 11.47% match for approved planning projects. Eastern Sierra Transit will provide the 11.47% match with in-kind contributions.

ANALYSIS/DISCUSSION:

The FTA Section 5304 Transportation Planning Grant funds public transportation planning studies in rural or small urban areas of California (transit service area with population of 100,000 or less). Regional Transportation Planning Agencies are eligible to apply for these funds as a direct applicant with the transit agency applying as the sub-applicant.

This grant, if awarded, will fund a Short-Range Transit Plan (SRTP) for ESTA. The SRTP, which is required for federal transit funding, has been a valuable resource in guiding ESTA's development and is now due for an update. An updated short-range transit plan will be supportive of the Regional Transportation Improvement Program (RTIP), establish a five-year strategic plan for ESTA, serve as justification for federal and state funding, and demonstrate ESTA's stewardship of public funds. In addition, the updated SRTP will provide essential information, analysis and recommendations regarding operations, contracts, capital planning, and marketing.

RESOLUTION R14-01

A RESOLUTION OF THE MONO COUNTY LOCAL TRANSPORTATION COMMISSION FOR THE FY 2014-15 FTA SECTION 5304 TRANSPORTATION PLANNING GRANT IN THE AMOUNT OF \$100,000 TO FUND EASTERN SIERRA TRANSIT AUTHORITY'S SHORT-RANGE TRANSIT PLAN AND AUTHORIZE THE LTC'S EXECUTIVE DIRECTOR AND ESTA'S EXECUTIVE DIRECTOR TO SIGN THE APPLICATION AGREEMENTS AND ANY AMENDMENTS

WHEREAS, the Mono County Local Transportation Commission (MCLTC) is an eligible applicant and may receive federal funding from the FTA Section 5304 Transportation Planning Grant Funds through the California Department of Transportation; and

WHEREAS, the Eastern Sierra Transit Authority (ESTA) is an eligible sub-applicant; and

WHEREAS, the Mono County Local Transportation Commission wishes to delegate authorization to execute these agreements and any amendments to MCLTC's Executive Director and ESTA's Executive Director.

NOW, THEREFORE, BE IT RESOLVED by the Mono County Local Transportation Commission, the submission of a FY 2014-15 FTA Section 5304 Transportation Planning Grant in the amount of \$100,000 to fund Eastern Sierra Transit Authority's Short-Range Transit Plan is hereby authorized and that the LTC's Executive Director and ESTA's Executive Director are authorized to sign the application. Upon award of the grant, the commission delegates authorization to execute the grant agreements and any amendments to MCLTC's Executive Director and ESTA's Executive Director.

PASSED AND ADOPTED this 13th day of January 2014, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Chair
Mono County Local Transportation Commission

ATTEST:

C.D. Ritter, Secretary

EASTERN SIERRA TRANSIT AUTHORITY SHORT-RANGE TRANSIT PLAN SCOPE OF WORK

Eastern Sierra Transit Authority's short-range transit plan is the tool through which the continuing comprehensive and coordinated transit planning process is implemented. The SRTP provides essential information, analysis and recommendations regarding future management and operations of transit services in the Eastern Sierra Region.

Responsible parties for the SRTP Project include the Eastern Sierra Transit Authority and Mono County Local Transportation Commission with the assistance of a consultant or consulting firm that will be selected through a competitive RFP process.

1. Project Initiation

Task 1.1: Project Kickoff Meeting

- Eastern Sierra Transit and Mono County will hold a kickoff meeting with Caltrans staff with the goal of establishing grant procedures and project expectations. Eastern Sierra Transit will be the lead agency for this task and a meeting summary will be documented.

Task 1.2: RFP for Consultant Services

- The RFP process will be led by Eastern Sierra Transit utilizing proper procurement procedures. The selected consultant or consulting team will be expected to perform all technical and other analyses necessary to complete the short-range transit plan. The consultant will receive general direction from the ESTA Executive Director with assistance from a technical advisory committee, which consists of staff members from the Local Transportation Commissions (LTCs), Caltrans, the City of Bishop, the Town of Mammoth Lakes, and perhaps other stakeholders including the U.S. Forest Service, National Park Service, Mammoth Mountain Ski Area, and the Bishop Paiute Tribe.

The Short-Range Transit Planning process must include a review by the consultant of all options for transit service and all opportunities for interaction between systems. The consultant will be expected to seek input from a Technical Advisory Committee to the project. The consultant is expected to meet with the Advisory Committee throughout the planning process to provide findings, discuss alternatives, and review technical output.

The following entities will be invited to participate as a member of the Advisory Committee:

- Eastern Sierra Transit Authority staff
- Mono County LTC staff
- Inyo County LTC staff
- Town of Mammoth Lakes staff
- City of Bishop staff
- U.S. Forest Service staff
- National Forest Service staff
- Mammoth Mountain Ski Area staff
- Bishop Paiute Tribe Staff

2. Consultant Services

Tasks 2.1 through 2.5 under Consultant Services will include a public workshop to be led by the consultant. All workshops will be publicly noticed to ensure maximum attendance. All public notices will be in English and Spanish. A summary will be documented for each workshop.

Task 2.1: Consultant Kickoff Meeting

- Eastern Sierra Transit and Mono County will hold a kickoff meeting with the consultant and the Advisory Committee with the goal of establishing project expectations for the Eastern Sierra region. Eastern Sierra Transit will be the lead agency for this task and a meeting summary will be documented.

Task 2.2: Existing Condition / Peer Review /Performance Analysis

- Description of the existing system including information on current ridership; recent ridership changes; ADA accessibility issues; vehicle fleet size and composition; and coordination with other systems. Information should be provided for all services operated.
- Peer Group Comparisons of Eastern Sierra Transit Authority and a group of similar transit operators providing service in similar communities; minimum four comparative systems.
- System Performance Analysis for all services including current data on operating costs, ridership, miles, hours, farebox recovery ratio, and available system capacity. The analysis should be completed at the route level and address, at minimum, the following jurisdiction specifics:

- For Mammoth Lakes fixed-route service, identify both unproductive and peak route segments and demand periods for possible future service modifications.
- For the town-to-town routes that currently operate throughout the two-county area, investigate the potential demand for expansion and/or reconfiguration of the existing routes; service frequency improvements; and service to new areas with a goal to enhance connectivity throughout the two counties on Highway 395 and Highway 6.
- For interregional service (395 Routes), include route analysis and recommendations for expansion and connectivity as it relates to the overall interregional transportation system in California.
- All analyses should include an evaluation of existing stops and travel times. Demand response services should be evaluated by service area and demographics of riders.

Task 2.3: Develop System Goals /Objectives / Standards /Demand Analysis

- Develop System Goals, Objectives and Performance Standards. Conduct an on-site strategic planning workshop with the Eastern Sierra Transit Board of Directors and staff. Consider the general role and direction of the agency over the next five to 10 years. This effort should evaluate and provide recommendations for refinement of the current mission statement, goals, objectives and performance standards to reflect the consensus of the Board.
- Transit Demand Analysis. For all services, include an assessment of unfulfilled service requests, area growth projections, service potential of newly developing and underserved areas:
 - For fixed-route service, investigate the potential demand for expansion and/or reconfiguration of the existing routes; service frequency improvements; service to new areas; and night and weekend service.
 - For commuter service, assess the potential demand for different travel times including new or different stop locations or destinations.

- For dial-a-ride service, the analysis should consider the potential for service area expansions and the expansion of weekend service options.

Task 2.4: Security / Technology / Organizational Analysis

- Security and Technology Analysis. For the overall Eastern Sierra Transit system, an evaluation of operating and facility security needs and operating technology needs should be completed as part of the Short Range Transit Plan.
- Organizational Analysis. Review the current organizational structure comparing staff size and scope of agency services and responsibilities to other similar organizations and make recommendations.

Task 2.5: Service Alternatives / Financial / Capital Analysis

- Develop Service Alternatives. Based on the results of the above analyses, propose service alternative options to address the various planning issues including an in-depth analysis of special issues such as proposed route additions; proposed service hour changes; fleet replacement and expansion; and, on and off-street facility improvements.
- Analyze and Develop New Service Potential: This should include areas of potential transit growth outside the existing subsidized service modes. This should include but not be limited to: charter services, commuter services and other private and governmental transit needs that could be provided by ESTA. This section should address any issues facing ESTA if it were to expand into other service modes, and recommendations of when and how to expand.
- Financial Analysis. Include a short (five-year) and long (10- year) financial assessment based on current funding levels and trend line forecasts. This should include assumptions regarding projected future farebox revenues and federal, state and local funding levels and any restrictions regarding use for operating or capital purposes.
 - Analyze the existing fare structure and compare the fare structure to those of similar California systems, and determine the relative financial, operational and equity impacts of any resulting fare adjustment recommendations.
 - Identify and evaluate alternative funding sources.

- Capital Analysis. Develop fleet management and facility needs recommendations for suggested service alternatives including the number, size, type and mix of vehicles. The facility needs analysis should result in specific office and functional improvement recommendations including a suggested development process, schedule and budget. This analysis should also include recommendations regarding maintenance equipment needs and on-street capital needs (i.e., bus stop improvements; park-and-ride development; and transit center improvements).

3. Draft Plan Review / Acceptance

Task 3.1: Draft SRTP Review

- Present findings and recommendations to LTC's and Eastern Sierra Transit's Board of Directors.
- Prepare and present the draft SRTP to the Eastern Sierra Transit Authority Board of Directors for comment and direction.

Task 3.2: SRTP Adoption

- Based on the comments received, prepare the final SRTP for adoption by the Eastern Sierra Transit Board of Directors.
- The final document produced from the project will be the FY 2014/2015 Eastern Sierra Transit Short Range Transit Plan.

4. Fiscal Management

Task 4.1: Invoicing

- Eastern Sierra Transit will submit complete invoice packages to Caltrans District staff based on milestone completion — at least quarterly, but no more frequently than monthly.

Task 4.2: Reporting

- Eastern Sierra Transit will submit quarterly reports to Caltrans District staff providing a summary of project progress including grant and local match expenditures.

Fiscal Year 2014-15 TRANSPORTATION PLANNING GRANT APPLICATION

Check One Grant Program:

- Partnership Planning for Sustainable Transportation
- Transit Planning for Sustainable Communities
- Transit Planning for Rural Communities

PROJECT TITLE	
PROJECT LOCATION (city and county)	

	APPLICANT	SUB-APPLICANT	SUB-APPLICANT
Organization			
Mailing Address			
City			
Zip Code			
Executive Director/designee and title	Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>	Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>	Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>
E-mail Address			
Contact Person and title	Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>	Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>	Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>
Contact E-mail Address			
Phone Number			

FUNDING INFORMATION
Use the Match Calculator to complete this section.
[Match Calculator](#)

Grant Funds Requested	Local Match - Cash	Local Match - In-Kind	Total Project Cost
\$	\$	\$	\$

Specific Source of Local Cash Match (i.e. local transportation funds, local sales tax, special bond measures, etc.)

LEGISLATIVE INFORMATION

Information in this section must directly be tied to the applicant's address.

All legislative members in the project area do not need to be listed.

State Senator(s)		Assembly Member(s)	
Name(s)	District	Name(s)	District

*Use the following link to determine the legislators:
<http://findyourrep.legislature.ca.gov/> (search by address)

Grant applications must clearly demonstrate how the proposed transportation planning project promotes State and Federal Transportation Planning Goals. Select all that apply.

STATE TRANSPORTATION PLANNING GOALS

- Improve Multimodal Mobility and Accessibility for All People: Expand the system and enhance modal choices and connectivity to meet the state's future transportation demands.
- Preserve the Multimodal Transportation System: Maintain, manage, and efficiently utilize California's existing transportation system.
- Support a Vibrant Economy: Maintain, manage, and enhance the movement of goods and people to spur the economic development and growth, job creation, and trade.
- Improve Public Safety and Security: Ensure the safety and security of people, goods, services, and information in all modes of transportation.
- Foster Livable and Healthy Communities and Promote Social Equity: Find transportation solutions that balance and integrate community values with transportation safety and performance, and encourage public involvement in transportation decisions.
- Practice Environmental Stewardship: Plan and provide transportation services while protecting our environment, wildlife, historical, and cultural assets.

FEDERAL TRANSPORTATION PLANNING GOALS

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- Increase the safety of the transportation system for motorized and non-motorized users.
- Increase the security of the transportation system for motorized and non-motorized users.
- Increase accessibility and mobility of people and freight.
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.

1. Project Description (100 words maximum) (25 points): Briefly summarize project.

2. Project Justification (Do not exceed the space provided.) (25 points): Describe the problems or deficiencies the project is attempting to address, as well as how the project will address the identified problems or deficiencies.

3. Project Management (50 points)

A. Attached Scope of Work in required Microsoft Word format (25 points)

B. Attached Project Timeline in required Microsoft Excel format (25 points)

Application Signature Page

If selected for funding, the information contained in this application will become the foundation of the contract with Caltrans.

To the best of my knowledge, all information contained in this application is true and correct. If awarded a grant with Caltrans, I agree that I will adhere to the program guidelines.

Signature of Authorized Official (Applicant)

Print Name

Title

Date

Signature of Authorized Official (Sub-Applicant)

Print Name

Title

Date

**California Department of Transportation
 Transportation Planning Grants
 Fiscal Year 2014-15**

PROJECT TIMELINE

Project Title		Eastern Sierra Transit Authority's Short Range Transit Plan	Grantee	Mono County / Eastern Sierra Transti Authority																																	
Task Number	Task Title	Responsible Party	Budget				FY 2014/15						FY 2015/16						FY 2016/17						Deliverable												
			Total Cost	Grant Amount	Local Cash Match	Local In-Kind Match	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		J	F	M	A	M	J	J	A	S	O	N	D
1.0	Project Initiation																																				
1.1	Project Kick-off Meeting	ESTA	\$1,572	\$800		\$772																														Meeting Notes	
1.2	RFP for Consultant Services	ESTA	\$3,488	\$1,200		\$2,288																														Executed Consultant Contract	
2.0	Consultant Services																																				
2.1	Consultant Kick-off Meeting	Consultant	\$15,759	\$14,265		\$1,494																														Meeting Notes	
2.2	Community Workshop #1	Consultant	\$15,759	\$14,265		\$1,494																														Existing conditions , Peer Review and Pefromance Analysis Reports	
2.3	Community Workshop #2	Consultant	\$15,764	\$14,270		\$1,494																														System Goals, Objectives & Standards and Demand Analysis	
2.4	Community Workshop #3	Consultant	\$15,994	\$14,500		\$1,494																														Security, Technology and Organizational Analysis	
2.5	Community Workshop #4	Consultant	\$15,994	\$14,500		\$1,494																														Service Alternatives and Financial & Capital Analysis	
3.0	Review / Acceptance																																				
3.1	Draft SRTP Review	Consultant	\$16,294	\$15,000		\$1,294																														Draft SRTP	
3.2	SRTP Adoption	Consultant	\$11,373	\$9,600		\$1,773																														Final SRTP	
4.0	Fiscal Management																																				
4.1	Invoicing	ESTA	\$1,230	\$800		\$430																														Invoice Packages	
4.2	Quarterly Reports	ESTA	\$1,230	\$800		\$430																														Quarterly Reports	
TOTALS			\$114,457	\$100,000		\$14,457																															

Reimbursement of indirect costs is allowable upon approval of an Indirect Cost Allocation Plan for each year of project activities.
 Provide rate if indirect costs are included in the project budget. Approved Indirect Cost Rate: __/n/a ____%

Note: Each task must contain a grant amount and a local cash match amount. Local cash match must be proportionally distributed by the at least the minimum required match percentage throughout each task. Local in-kind match needs to be indicated where in-kind services will be used. Please review the grant program section that you are applying to for details on local match requirements.

ESTA - Third Party In-Kind Valuation Plan

Task	Activity	Title	Name of In-Kind Match Provider	Fair Market Value Determination	Fair Market Value or Hourly Rate	Number of Hours	Estimated Cost
1.1	Caltrans kick off meeting	Meeting coordinator	Transit Analyst, ESTA	Hourly rate for Analyst	47.00	4	\$188
		Meeting coordinator	Executive Director, ESTA	Hourly rate for Director	71.00	4	\$284
		Meeting coordinator	Mono County Planning Dept	Hourly Rate for Planner	50.00	4	\$200
		Donated conference room	ESTA	Average hourly rental rate	50.00	2	\$100
1.2	Selection of consultant	Selection committee volunteer	Transit Analyst, ESTA	Hourly rate for Analyst	47.00	16	\$752
		Selection committee volunteer	Executive Director, ESTA	Hourly rate for Director	71.00	16	\$1,136
		Selection committee volunteer	Mono County Planning Dept	Hourly Rate for Planner	50.00	8	\$400
2.1	Consultant kick off meeting	Meeting coordinator	Transit Analyst, ESTA	Hourly rate for Analyst	47.00	8	\$376
		Meeting coordinator	Executive Director, ESTA	Hourly rate for Director	71.00	8	\$568
		Meeting coordinator	Mono County Planning Dept	Hourly Rate for Planner	50.00	8	\$400
		Donated conference room	ESTA	Average hourly rental rate	50.00	3	\$150
2.2	Advisory Committee Workshop #1	Meeting coordinator	Transit Analyst, ESTA	Hourly rate for Analyst	47.00	8	\$376
		Meeting coordinator	Executive Director, ESTA	Hourly rate for Director	71.00	8	\$568
		Meeting coordinator	Mono County Planning Dept	Hourly Rate for Planner	50.00	8	\$400
		Donated conference room	ESTA	Average hourly rental rate	50.00	3	\$150
2.3	Advisory Committee Workshop #2	Meeting coordinator	Transit Analyst, ESTA	Hourly rate for Analyst	47.00	8	\$376
		Meeting coordinator	Executive Director, ESTA	Hourly rate for Director	71.00	8	\$568
		Meeting coordinator	Mono County Planning Dept	Hourly Rate for Planner	50.00	8	\$400
		Donated conference room	ESTA	Average hourly rental rate	50.00	3	\$150
2.4	Advisory Committee Workshop #3	Meeting coordinator	Transit Analyst, ESTA	Hourly rate for Analyst	47.00	8	\$376
		Meeting coordinator	Executive Director, ESTA	Hourly rate for Director	71.00	8	\$568
		Meeting coordinator	Mono County Planning Dept	Hourly Rate for Planner	50.00	8	\$400
		Donated conference room	ESTA	Average hourly rental rate	50.00	3	\$150
2.5	Advisory Committee Workshop #4	Meeting coordinator	Transit Analyst, ESTA	Hourly rate for Analyst	47.00	8	\$376
		Meeting coordinator	Executive Director, ESTA	Hourly rate for Director	71.00	8	\$568
		Meeting coordinator	Mono County Planning Dept	Hourly Rate for Planner	50.00	8	\$400
		Donated conference room	ESTA	Average hourly rental rate	50.00	3	\$150
3.1	Draft Plan Review	Meeting coordinator	Transit Analyst, ESTA	Hourly rate for Analyst	47.00	8	\$376
		Meeting coordinator	Executive Director, ESTA	Hourly rate for Director	71.00	8	\$568
		Meeting coordinator	Mono County Planning Dept	Hourly Rate for Planner	50.00	4	\$200
		Donated conference room	ESTA	Average hourly rental rate	50.00	3	\$150
3.2	Final Plan Adoption	Meeting coordinator	Transit Analyst, ESTA	Hourly rate for Analyst	47.00	8	\$376
		Meeting coordinator	Executive Director, ESTA	Hourly rate for Director	71.00	8	\$568
		Meeting coordinator	Mono County Planning Dept	Hourly Rate for Planner	50.00	4	\$200
		Board Clerk	ESTA	Hourly rate for Board Clerk	43.00	3	\$129
		Donated conference room	ESTA	Average hourly rental rate	50.00	3	\$150
4.1	Copy Services	Copies and flyers	ESTA	Average Copy Costs	0.35	1000	\$350
	Quarterly reporting and invoicing	Staff time	Transit Analyst, ESTA	Hourly rate for Analyst	47.00	8	\$376
		Staff time	Executive Director, ESTA	Hourly rate for Director	71.00	4	\$284
		Staff time	Mono County Planning Dept	Hourly Rate for Planner	\$50.00	4	\$200

Total In-kind Match: \$14,457

How the third party in-kind match will be documented for accounting purposes:	The third party in-kind provider will submit a statement for donated services rendered to Mono County and Eastern Sierra Transit Authority with the value of the estimated cost for each task noted.
--	--

Mono County Local Transportation Commission

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LTC Staff Report

January 13, 2014

TO: Mono County Local Transportation Commission

FROM: Gerry Le Francois, Principal Planner

SUBJECT: 2014 Regional Transportation Improvement Program (RTIP) Technical Corrections

RECOMMENDATIONS:

Discuss and approve Minute Order M14-01 authorizing staff and the executive director to make technical corrections to the 2014 RTIP.

FISCAL IMPLICATIONS:

The Regional Transportation Improvement Program funds local and regional transportation projects in Mono County. The estimate for programming RTIP shares is approximately \$6.3 million.

ENVIRONMENTAL COMPLIANCE:

California Environmental Quality Act (CEQA) does not apply to the development or adoption of a regional transportation improvement program or the state transportation improvement program. Individual projects developed pursuant to these programs shall remain subject to CEQA (State CEQA Guidelines 15276 (a)).

RTP / RTIP CONSISTENCY:

All RTIP projects are required to be consistent with the Regional Transportation Plan and as part of the RTIP submittal, staff will prepare a consistency determination.

DISCUSSION:

The 2014 RTIP was submitted to the California Transportation Commission (CTC) on December 16, 2013. Over the past two weeks, both CTC and Headquarters staff informed us about adding an archeological pre-mitigation component to the Olancho-Cartago four-lane project and other minor corrections. Mono LTC staff made a few corrections such as adding \$10,000 to Convict Lake Road (FLAP match) and correcting the funding amount and components on the West Minaret Road projects. These changes are shown in **yellow highlights**. No new projects have been added. The above changes were made to projects your commission approved last month.

The public hearing for south State Transportation Improvement Program (STIP) is February 4, 2014. Mono LTC staff will be attending. We are requesting one commissioner also be present to make a short statement and to answer any questions the CTC may have.

The CTC adopts the State Transportation Improvement Program on March 19, 2014.

MONO 2014 RTIP

	Agency	Rte	PPNO	Project	Total	Prior	FY Totals					Component Totals					
							14-15	15-16	16-17	17-18	18-19	ROW	Const	PA & ED	PS & E	R/W sup	Con sup
PROPOSED RTIP PROGRAMMING																	
	Caltrans	14	8042A	Kern, 4-lane, Freeman Gulch (RIP 10%), segment 1	4,489	250	1,130	0	3,109	0	0	950	2799	0	250	180	310
	Caltrans	14	8042B	Kern, 4-lane, Freeman Gulch (RIP 30%), segment 2	3,258	0	0	975	2,283	0	0	1653	0	0	975	630	0
	Caltrans	395	170	Olancha-Cartago 4-lane expressway (RIP 10%)	-2,855	-1,200	-1,655					-1352		-687	-513	-303	
2014	Caltrans	395	170	Olancha-Cartago 4-lane expressway (RIP 10%)	11,705	1,200	1,655	0	0	8,850	0	1352	8040	687	513	303	810
Change	Caltrans	395	170A	Olancha-Cartago 4-lane arch pre-mitigation (RIP 10%)	500			500					500				
	Caltrans	395	8539	Kern, Inyokern 4-lane (RIP 10%)	310	310	0	0	0	0	0	0	0	310	0	0	0
	Caltrans	395	260B	SBd, Rt 15-Farmington, widen (RIP)	2,000	2,000	0	0	0	0	0	0	0	2000	0	0	0
	Mammoth Lakes	loc	2546	Canyon Blvd, Forest Trail-Hillside Dr reha	3,685	3,685	0	0	0	0	0		3685		35		
	Mammoth Lakes	loc	2595	Meridian Roundabout & signal relocation to Sierra Par	2,645	35	0	2,610	0	0	0		2610		35		
Change	Mammoth Lakes	203	2601	West Minaret Road (SR 203) Sidewalk & Safety Project	775	0	25	175	0	575	0	115	575	25	50	10	
2014	Mammoth Lakes	203	2602	North Main St. (SR 203) North main St. Sidewalk and Safety Imp Project Phase 2a	2,150	0	60	90	2,000				2000	60	90		
	Mono County	loc	2561	June Lake streets rehab	3,657	3,657	0	0	0	0	0	60	3,355	0	242	0	0
	Mono County	loc	2563	Chalfant streets rehab	1,419	1,419	0	0	0	0	0	0	1,419	0	0	0	0
2014	Mono County		2603	Airport Road Rehabilitation Project	1,273	0		31	52	1,190			1,190	31	52		
Change	Mono County		2604	Convict Lake Road FLAP Match (State Only)	663			79	584				584	79			
2014	Mono County		2605	County-wide Preventative Maintenance Program	1,150	0	50	100	1,000				1,000	50	100		
	Mono LTC		2003	Planning, programming, and monitoring	-460		-130	-130	-200				-460				
2014	Mono LTC		2003	Planning, programming, and monitoring	795		130	130	175	180	180		795				
				only 2014 programming subtotal	15,696												
Rail and Transit Project Proposals:																	
	Mono LTC	bus	2566	Replacement buses, Eastern Sierra Transit Authority (ESTA)	-90		-90	0	0	0	0		180				
			2606	Transit vehicle replacement for ESTA	400		200	200	0	0	0		400				
				subtotal transit programming	310												
Bike and Ped projects:																	
	Mammoth Lakes	te	2597	Mammoth Creek gap closure - DELETE	-1,847	0	-333		-1514			-204	-1514	69	-129	0	0
	Mono LTC	te	2516	TE Reserve - DELETE	-954			-59	-895				-954				
				subtotal	-2801												
				2014 Total RTIP programming	13205												
				STIP shares for 2014	6331												
				STIP unprogrammed share balance	8439												
				subtotal	14770												
				2014 Total RTIP programming	13205												
				Reserve for future MOU project needs	1565												

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CARL GUARDINO, Vice Chair
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YVONNE B. BURKE
LUCETTA DUNN
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FRAN INMAN
JOSEPH TAVAGLIONE

STATE OF CALIFORNIA

EDMUND G. BROWN Jr., Governor



SENATOR MARK DESAULNIER, Ex Officio
ASSEMBLY MEMBER BONNIE LOWENTHAL, Ex Officio

Andre Boutros, Executive Director

CALIFORNIA TRANSPORTATION COMMISSION

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January 6, 2014

To: Regional Transportation Planning Agencies – County Transportation Commissions

2014 STIP Hearings

The California Transportation Commission has scheduled the following two hearings on the 2014 State Transportation Improvement Program (STIP).

Northern California STIP Hearing
Thursday, January 30 – 10:00am

Lincoln Plaza Auditorium, 1st Floor
400 P Street
Sacramento, California

Southern California STIP Hearing
Tuesday, February 4 – 10:00am

Los Angeles County Metropolitan
Transportation Authority, Board Room
One Gateway Plaza
Los Angeles, California

At each hearing, Caltrans will make a presentation of its Interregional Transportation Improvement Program (ITIP) and each regional agency will have the opportunity to make a presentation regarding its Regional Transportation Improvement Program (RTIP) and to comment on the ITIP. Each regional agency should be prepared to explain its RTIP proposals and why the Commission should include them in the STIP.

The 2014 STIP fund estimate provides \$1.262 billion of new STIP capacity, primarily in the two new years of the STIP (2017-18 and 2018-19). Because the level of projects proposed exceeds STIP capacity, the Commission will not be able to include all RTIP projects in the STIP. Additionally, the Commission will not be able to include all projects proposed for the early years of the STIP in the year in which they are proposed.

The Commission asks that regional presentations focus on new projects being proposed or on any changes in regional priorities. Presentations should explain the relationship to the region's long-range transportation plan and sustainable communities strategy, making reference to the performance and cost-effectiveness evaluation of the regional program. The Commission will select projects considering regional agency priorities, cost effectiveness, State highway needs, fund estimate targets, and the other criteria described in the guidelines.

Please contact Juan Guzman at 916-653-2072 to schedule a time for your RTIP presentation, no later than January 13 for the North hearing, and January 16 for the South hearing. If you have other questions regarding the STIP hearings and the STIP development process, please address them to Laurel Janssen, the Commission's Deputy Director, e-mail Laurel.Janssen@dot.ca.gov or phone 916-651-6143.

Sincerely,

A handwritten signature in blue ink that reads "Andre Boutros".

ANDRE BOUTROS
Executive Director

Mono County Local Transportation Commission

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Staff Report

January 13, 2014

TO: Mono County Local Transportation Commission

FROM: Scott Burns

SUBJECT: 2014-15 Overall Work Program (OWP)

RECOMMENDATION:

Conduct initial discussion regarding the OWP for next fiscal year.

FISCAL IMPLICATIONS:

The OWP will program expenditures for planning projects for FY 2014-15. Information on expected funding levels and related Caltrans guidance will be reviewed at the meeting.

DISCUSSION:

The Caltrans Regional Planning Handbook recommends submittal of the draft OWP for the next fiscal year for initial review by Caltrans by the end of February. In order to meet this schedule, the commission should be in a position to authorize submittal of a draft OWP at its February meeting. The purpose of today's discussion is to conduct an initial review of potential work items for the 2014-15 OWP, allowing for early commission input and direction. Based upon this initial review, a draft OWP will be prepared for consideration in February.

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Staff Report

January 13, 2014

TO: MONO COUNTY LOCAL TRANSPORTATION COMMISSION

FROM: Gerry Le Francois, Principal Planner

SUBJECT: Active Transportation Program (ATP) workshop

RECOMMENDATIONS:

Discuss and provide any desired to staff

FISCAL IMPLICATIONS:

Funding for nonmotorized transportation

ENVIRONMENTAL COMPLIANCE:

Unknown at this time

RTP / RTIP CONSISTENCY:

All ATP projects will most likely be required to be consistent with the Regional Transportation Plan, bicycle and/or trail plans.

DISCUSSION/BACKGROUND:

On September 26, 2013, Governor Brown signed legislation creating the Active Transportation Program (Senate Bill 99, Chapter 359 and Assembly Bill 101, Chapter 354). This legislation requires the California Transportation Commission, in consultation with an Active Transportation Program Workgroup, to develop program guidelines by March 26, 2014.

The following is the schedule for the development of the Active Transportation Program guidelines:

- Workgroup and subgroup meetings December 2013 – mid January;
- Guidelines hearing, South January 23, 2014;
- Guidelines hearing, North January 29, 2014;
- Guidelines to the Joint Legislative Budget Committee February 3, 2104; and
- CTC will adopt Guidelines on March 20, 2014.

The goals of the Active Transportation Program are to:

- Increase the proportion of biking and walking trips;
- Increase safety for non-motorized users;
- Increase mobility for non-motorized users;
- Advance the efforts of regional agencies to achieve greenhouse gas reduction goals;

- Enhance public health, including the reduction of childhood obesity through the use of projects eligible for Safe Routes to Schools Program funding;
- Ensure disadvantaged communities fully share in program benefits (25% of program); and
- Provide a broad spectrum of projects to benefit many types of active transportation users.

Staff will provide an overview of the ATP program at the meeting.

ATTACHMENT:

- Draft ATP guidelines

DRAFT
ACTIVE TRANSPORTATION PROGRAM
GUIDELINES

12/30/13

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INTRODUCTION

BACKGROUND

The Active Transportation Program was created by Senate Bill 99 (Chapter 359, Statutes 2013) and Assembly Bill 101 (Chapter 354, Statutes 2013) to encourage increased use of active modes of transportation, such as biking and walking.

These guidelines describe the policy, standards, criteria, and procedures for the development, adoption and management of the Active Transportation Program. They were developed in consultation with the Active Transportation Program Workgroup. The workgroup includes representatives from Caltrans, other government agencies, and active transportation stakeholder organizations with expertise in pedestrian and bicycle issues, including Safe Routes to School programs.

The Commission must hold at least two public hearings prior to adopting these guidelines. The Commission may amend the adopted guidelines after conducting at least one public hearing. The Commission shall make a reasonable effort to amend the guidelines prior to the call for projects or may extend the deadline for project submission in order to comply with the amended guidelines.

PROGRAM GOALS

Pursuant to statute, the goals of the Active Transportation Program are to achieve:

- Increase the proportion of trips accomplished by biking and walking.
- Increase the safety and mobility of non-motorized users.
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to Senate Bill 375 (Chapter 728, Statutes of 2008) and Senate Bill 391 (Chapter 585, Statutes of 2009).
- Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding.
- Ensure that disadvantaged communities fully share in the benefits of the program.
- Provide a broad spectrum of projects to benefit many types of active transportation users.

PROGRAM SCHEDULE

The guidelines for an initial two-year program of projects must be adopted by March 26, 2014 (within six months of the enactment of the authorizing legislation). No later than 45 days prior to adopting the initial set of guidelines for the Active Transportation Program, the Commission must submit the draft guidelines to the Joint Legislative Budget Committee.

Subsequent programs must be adopted not later than April 1 of each odd-numbered year, however, the Commission may alternatively elect to adopt a program annually.

The following schedule lists the major milestones for the development and adoption of the 2014 Active Transportation Program:

- December 11, 2013: Commission adopts Fund Estimate
- January 22, 2014: Guidelines hearing, South
- January 29, 2014: Guidelines hearing, North

- February 3, 2014: Guidelines submitted to the Joint Legislative Budget Committee
- March 20, 2014: Commission adopts Active Transportation Program Guidelines
- March 21, 2014: Call for projects
- May 21, 2014: Project applications to Commission
- May 21, 2014: Large MPO guidelines to Commission (optional)
- June 25, 2014: Commission approves or rejects MPO guidelines
- August 20, 2014: Commission adopts Active Transportation Program (statewide and rural/small urban portions). Projects not programmed distributed to large MPOs based on location.
- September 30, 2014: Deadline for MPO project programming recommendations to the Commission.
- November 2014: Commission programming of MPO selected projects.

FUNDING

SOURCE

The Active Transportation Program is funded from various federal and state funds appropriated in the annual Budget Act. These are:

- 100% of the federal Transportation Alternative Program funds, except for federal Recreation Trail Program funds appropriated to the Department of Parks and Recreation.
- \$21 million of federal Highway Safety Improvement Program funds or other federal funds.
- State Highway Account funds.

In addition to furthering the goals of this program, all Active Transportation Program projects must meet eligibility requirements specific to the Active Transportation Program's funding sources.

DISTRIBUTION

State and Federal law segregate the Active Transportation Program into multiple, overlapping components. The Active Transportation Program Fund Estimate shall indicate the funds available for each of the program components. Consistent with these requirements, the Active Transportation Program funds shall be distributed as follows:

1. Forty percent to Metropolitan Planning Organizations in urban areas with populations greater than 200,000.

These funds shall be distributed based on total county population. The funds programmed and allocated under this paragraph shall be selected through a competitive process by the MPOs in accordance with these guidelines.

Projects selected by MPOs may be in either large urban, small urban, or rural areas.

25% of the funds in each MPO must benefit disadvantaged communities.

The following statutory requirements apply specifically to the Southern California Association of Governments (SCAG)

- SCAG shall consult with county transportation commissions, the Commission, and Caltrans in the development of competitive project selection criteria.
 - The criteria used by SCAG should include consideration of geographic equity, consistent with program objectives.
 - SCAG shall place priority on projects that are consistent with plans adopted by local and regional governments within the county where the project is located.
 - SCAG shall obtain concurrence from the county transportation commissions.
2. Ten percent to small urban and rural regions with populations of 200,000 or less, with projects competitively awarded by the Commission to projects in those regions. Federal law segregates Transportation Alternative Program into separate small urban and rural competitions; therefore this portion of the program will be segregated into separate Small Urban and Rural programs based up on their relative share of the state population. Small Urban areas are those with populations of 5,001 to 200,000. Rural areas are those with populations below 5,000.

25% of the funds in the Small Urban and Rural programs must benefit disadvantaged communities.

Projects within the boundaries of a MPO with an urban area with a population of greater than 200,000 are not eligible for funding in the Small Urban or Rural programs.

3. Fifty percent to projects competitively awarded by the Commission on a statewide basis.

25% of the funds in the statewide competitive program must benefit disadvantaged communities.

In the initial three years of the program, \$24 million per year of the statewide competitive program is available for safe routes to schools projects, with at least \$7.2 million for non-infrastructure grants, including funding for a state technical assistance resource center.

MATCHING REQUIREMENTS

Projects requesting up to \$1 million and that do not benefit a disadvantaged community shall include at least 10% in matching funds. All projects requesting \$5 million or more shall include at least 20% in matching funds. The source of the match funds cannot be state or federal funds subject to allocation by the Commission. The match must be in the same component as the Active Transportation Program funding. Additionally, match funds must be expended after Commission Active Transportation Program allocation funds, and concurrently and proportionally to the Active Transportation Program funds.

Large MPOs, in administering a competitive selection process, may require a different funding match for projects selected through their competitive process. Applicants from within a large MPO should be aware that the requirements in these two competitions may differ.

FUNDING FOR ACTIVE TRANSPORTATION PLANS

The Commission will make a percentage of Active Transportation Program funding available for the funding of active transportation plans in disadvantaged communities. The percentage of funding available for active transportation plans will be based on the percentage of Active Transportation Program that request funding for plans. This percentage will be applied first to the statewide competitive program then

subsequently to the rural and small urban portion of the program. A large MPO in administering its portion of the program may use the same percentage methodology to determining the funding available for active transportation plans within the MPO or it may propose an alternate methodology.

The first priority for the funding of active transportation plans will be for cities, counties, school districts, or transit districts that have neither a bicycle plan, a pedestrian plan, a safe routes to schools plan, nor an active transportation plan. The second priority for the funding of active transportation plans will be for cities or counties that have a bicycle plan or a pedestrian plan but not both.

REIMBURSEMENT

The Active Transportation Program is a reimbursement program for costs incurred. Reimbursement is requested through the invoice process detailed in Chapter 5, Accounting/Invoices, Local Assistance Procedures Manual. Costs incurred prior to Commission allocation and, for federally funded projects, Federal Highway Administration project approval (i.e. Authorization to Proceed) are not eligible for reimbursement.

ELIGIBILITY

ELIGIBLE APPLICANTS

The applicant for Active Transportation Program funds assumes responsibility and accountability for the use and expenditure of program funds. Applicants must be able to comply with all the federal and state laws, regulations, policies and procedures required to enter into a Local Administering Agency-State Master Agreement (Master Agreement). Refer to Chapter 4, Agreements, of the Local Assistance Procedures Manual for guidance and procedures on Master Agreements. The following entities, within the State of California, are eligible to apply for Active Transportation Program funds:

- **Local, Regional or State Agencies**- Examples include city, county, MPO*, and Regional Transportation Planning Agency.
- Caltrans*
- Transit Agencies - Any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration.
- Natural Resource or Public Land Agencies - Federal, Tribal, State, or local agency responsible for natural resources or public land administration Examples include:
 - State or local park or forest agencies
 - State or local fish and game or wildlife agencies
 - Department of the Interior Land Management Agencies
 - U.S. Forest Service
- School districts, local education agencies, or schools – May include any public or nonprofit private school. Projects **must** benefit the general public, and not only a private entity.
- Tribal Governments - Federally-recognized Native American Tribes.
- **Private non profit tax-exempt organizations may apply for Recreational Trail Projects. Projects must benefit the general public, and not only a private entity.**
- Any other entity with responsibility for oversight of transportation or recreational trails that the Commission and Caltrans determine to be eligible.

For funding awarded to a tribal government, a fund transfer to the Bureau of Indian Affairs is required. A tribal government may also partner with another eligible entity to apply if desired.

** State DOTs and MPOs are not eligible project sponsors for the federal TAP funds appropriated to the Active Transportation Program. Therefore, funding awarded to projects submitted directly by Caltrans and MPOs are limited to other Active Transportation Program funds. Caltrans and MPOs may partner with an eligible entity to expand funding opportunities.*

PARTNERING WITH IMPLEMENTATING AGENCIES

Entities that are unable to apply for Active Transportation Program funds, enter into a Master Agreement with the State, or unfamiliar with the requirements to administer a Federal-Aid Highway Program project may partner with an eligible applicant that can implement the project. This arrangement should be formalized through a signed Memorandum of Understanding or Interagency Agreement between the project applicant and implementing agency, documentation of which must be included with the project application.

The implementing agency will be responsible and accountable for the use and expenditure of program funds.

ELIGIBLE PROJECTS

All projects shall be selected through a competitive process and must meet one or more of the program goals. Because the majority for funds in the Active Transportation Program are federal funds, most infrastructure projects and all non-infrastructure projects must be federal-aid eligible:

- Infrastructure Projects: Capital improvements that will further the goals of this program. This typically includes the planning, design, and construction of facilities.
- Non-infrastructure Projects: Education, encouragement, and enforcement activities that further the goals of this program. The Commission intends to focus funding for non-infrastructure projects on pilot and start-up projects that can demonstrate funding for ongoing efforts. These grants are not intended to fund ongoing program operations. Non-infrastructure projects are not limited to those benefiting school students.
- Infrastructure projects with non-infrastructure components.

In order to maximize the effectiveness of program funding and to encourage the aggregation of small projects into a comprehensive bundle of projects, the minimum request for Active Transportation Program funds for an infrastructure project, excluding Safe Routes to Schools projects, that will be considered is \$500,000 \$250,000. MPOs, in administering a competitive selection process, may use different minimum funding size. Use of a minimum project size greater than \$500,000 must be approved by the Commission prior to the MPO's call for projects.

EXAMPLE PROJECTS

Below is a list of projects considered generally eligible for Active Transportation Program funding. This list is not intended to be comprehensive; other types of projects that are not on this list may also be eligible if they further the goals of the program.

- Development of new bike ways and walkways that improve mobility, access, or safety for non-motorized users.
- Improvements to existing bikeways and walkways, which improve mobility, access, or safety for non-motorized users.

- Elimination of hazardous conditions on existing bikeways and walkways.
- Preventative maintenance of bikeways and walkways with the primary goal of extending the service life of the facility.
- Installation of traffic control devices to improve the safety of pedestrians and bicyclists.
- Safe Routes to School projects that improve the safety of children walking and bicycling to school, in accordance with Section 1404 of Public Law 109-59.
- Safe routes to transit projects, which will encourage transit by improving biking and walking routes to mass transportation facilities and school bus stops.
- Secure bicycle parking at employment centers, park and ride lots, rail and transit stations, and ferry docks and landings.
- Bicycle-carrying facilities on public transit, including rail and ferries.
- Recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails.
- Education programs to increase bicycling and walking, and other non-infrastructure investments that demonstrate effectiveness in increasing active transportation, including:
 - Developing bike-to-work or school day/month programs.
 - Conducting bicycle and/or pedestrian counts, walkability and/or bikability assessments or audits, or pedestrian and/or bicycle safety analysis to inform plans and projects.
 - Conducting pedestrian and bicycle safety education programs.
 - Development and publishing of community walking and biking maps, including school route/travel plans.
 - Developing walking school bus/bike train programs.
 - Components of open streets events directly linked to the promotion of a new infrastructure project.
 - Targeted enforcement activities around high pedestrian and/or bicycle injury and/or fatality locations (intersections or corridors). These activities cannot be general traffic enforcement but must be tied to improving pedestrian and bicyclist safety.
 - School crossing guard training.
 - School bicycle clinics.
- Development of a bike, pedestrian or active transportation plan.

PROJECT TYPE REQUIREMENTS

As discussed in the Funding Distribution section (above), State and Federal law segregate the Active Transportation Program into multiple, overlapping components. Below is an explanation of the requirements specific to these components.

DISADVANTAGED COMMUNITIES

For a project to contribute toward the Disadvantaged Communities funding requirement, the project shall clearly demonstrate a benefit to a community that meets any of the following criteria:

- The median household income is less than 80% of the statewide average based on zip code level data from the American Community Survey. Data is available at http://www.dof.ca.gov/research/demographic/state_census_data_center/american_community_survey/.

- An area identified as among the most disadvantaged 10% in the state according to latest versions of the California Communities Environmental Health Screening Tool (CalEnviroScreen) scores. Scores are available at <http://oehha.ca.gov/ej/ces11.html>.
- At least 75% of public school students in the project area are eligible to receive free or reduced-price meals under the National School Lunch Program. Data is available at <http://www.cde.ca.gov/ds/sd/sd/files/sp.asp>. Applicants using this measure shall indicate how the project benefits the school students in the project area or, for projects not directly benefiting school students, explain why this measure is representative of the larger community.

If a project applicant believes a project benefits a disadvantaged community but the project does not meet the aforementioned criteria, the applicant may submit for consideration a quantitative assessment of why the community should be considered disadvantaged.

MPOs, in administering a competitive selection process, may use different criteria for determining which projects benefit Disadvantaged Communities if the criteria are approved by the Commission prior to the MPO's call for projects.

SAFE ROUTES TO SCHOOL PROJECTS

For a project to contribute toward the Safe Routes to School funding requirement, the project shall directly increase safety and convenience for public school students to walk and/or bike to school. Safe Routes to Schools infrastructure projects must be located within two miles of a public school or public school bus stop. Other than traffic education and enforcement activities, non-infrastructure projects do not have a location restriction.

RECREATIONAL TRAILS PROJECTS

For Recreational Trails types of projects to be eligible for Active Transportation Program funding, the projects must meet the federal requirements of the Recreational Trails Program (http://www.fhwa.dot.gov/environment/recreational_trails/) as such projects may not be eligible for funding from other sources.

TECHNICAL ASSISTANCE RESOURCE CENTER

In 2010, Caltrans entered into a multi-year interagency agreement with the California Department of Public Health and the University of California, San Francisco to act as the Technical Assistance Resource Center for the Safe Routes to Schools program. The purpose of the center is to build and support capacity among local and regional Safe Routes to School projects with an emphasis on non-infrastructure projects.

Typical center roles have included:

- Providing technical assistance and training to help agencies deliver existing and future projects and to strengthen community involvement in future projects including those in disadvantaged communities.
- Developing and providing educational materials to local communities by developing a community awareness kit, creating an enhanced Safe Routes to Schools website, and providing other educational tools and resources.
- Participating in and assisting with the Safe Routes to Schools Advisory Committee.

- Assisting with program evaluation.

The Commission intends to comply with the statutory requirement to fund a state technical assistance center by expanding the existing Safe Routes to Schools Technical Assistance Resource Center interagency agreement to include the serving entire active transportation program. Should this not occur, the Commission will consider grant applications to fund additional technical assistance activities.

PROJECT SELECTION PROCESS

PROJECT APPLICATION

Active Transportation Program project applications are available at www.dot.ca.gov

A project nomination shall include the signature of the Chief Executive Officer or other officer authorized by the applicant's governing board. Where the project is to be implemented by an agency other than the applicant, the documentation of the agreement between the project applicant and implementing agency. A project nomination shall also include documentation of all other funds committed to the projects.

Project nominations should be addressed or delivered to:

Caltrans

1120 N Street
Sacramento, CA 95814

Except for applications submitted through an optional MPO supplemental call for project, the Commission will consider only projects for which five hard copies and on e electronic copy of a complete nomination are received by **May 21, 2014**. By the same date, an additional copy shall also be sent to the Regional Transportation Planning Agency or County Transportation Commission within which the project is located and to the MPO if the project is located within a multi-county MPO.

SEQUENTIAL PROJECT SELECTION

All project applications, except for applications submitted through an optional MPO supplemental call shall be submitted to the Caltrans for consideration in the statewide competition. The Commission will consider approval of a competitive grant only when it finds that the grant request meets the requirements of statute and that the project has a commitment of any supplementary funding needed for a full funding plan.

Projects not selected for programming in the statewide competition shall be considered in the large MPO run competitions or the state run Small Urban or Rural competitions.

A large urban MPO may elect to have a supplemental MPO specific call for projects. The projects received in this call shall be considered along with those not selected through the statewide competition.

A large urban MPO choosing to use the same project selection criteria and weighting, minimum project size, and definition of disadvantage communities for its competitive selection process may defer its project selection to the Commission.

MPO COMPETITIVE PROJECT SELECTION

Projects not selected for programming in the statewide competition shall be considered by the MPOs in administering a competitive selection process. A MPO choosing to use the same project selection criteria and weighting, minimum project size, match requirement, and definition of disadvantaged communities as used by the Commission for the statewide competition may defer its project selection to the Commission.

A MPO, with Commission approval, may use a different project selection criteria or weighting, minimum project size, match requirement, or definition of disadvantaged communities for its competitive selection process. **Use of a minimum project size of \$500,000 or less, or of a smaller match requirement than in the statewide competitive program does not require prior Commission approval.** A MPO may also elect to have a supplemental MPO specific call for projects. The projects received in this call shall be considered along with those not selected through the statewide competition.

In administering a competitive selection process, a MPO shall use a multidisciplinary advisory group to assist in evaluating project applications. Following its competitive selection process, a MPO shall submit its programming recommendations to the Commission along with a list of the members of its multidisciplinary advisory group.

SCREENING CRITERIA

Demonstrated needs of the applicant:

A project that is already fully funded will not be considered for funding in the Active Transportation Program. The Commission **will** make an exception to this policy by allowing the supplanting of federal funds on a project for the 2014 Active Transportation Program.

Consistence with a regional transportation plan:

All projects submitted must be consistent with the relevant adopted regional transportation plan that has been developed and updated pursuant to Government Code Section 65080.

SCORING CRITERIA

Proposed projects will be rated and ranked on the basis of applicant responses to the below criteria. Project programming recommendations may not be based strictly on the rating criteria because of the various components of the Active Transportation Program and the requirements of the various fund sources.

- Potential for increased walking and bicycling, especially among students, including the identification of walking and bicycling routes to and from schools, transit facilities, community centers, **employment centers**, and other destinations; and including increasing and improving connectivity and mobility of non-motorized users. (0 to **30** points)
- Potential for reducing **the number and/or rate of** pedestrian and bicyclist fatalities and injuries, including the identification of safety hazards for pedestrians and bicyclists. (0 to **25** points)
- **Public participation and Planning.** (0 to 15 points)

Identification of the community-based local public participation process that culminated in the project proposal, which may include noticed meetings and consultation with local stakeholders. Project applicants must clearly show the local participation process **resulted in the identification and prioritization of the proposed project.**

For projects costing \$1 million or more, an emphasis will be placed on projects that demonstrate consistency with an adopted city or county bicycle transportation plan, pursuant to Section 891.2, pedestrian plan, safe routes to school plan, active transportation plan, **trail plan or circulation element of a general plan**. In future funding cycles, the Commission expects to make consistency with an approved active transportation plan a requirement for large projects.

- Cost-effectiveness, defined as maximizing the impact of the funds provided. (0 to **10** points)

Applicants shall **discuss the relative costs and benefits of the range of alternative considered** and quantify the safety and mobility benefit in relationship to total project cost.

Caltrans shall develop a benefit/cost model for **infrastructure and non-infrastructure** active transportation projects in order to improve information available to decision makers at the state and MPO level in future programming cycles.

- **Improved public health through the targeting of at-risk or vulnerable populations. (0 to 10 points)**

- Benefit to disadvantaged communities. (0 to 10 points)

- Use of the California Conservation Corps or a qualified community conservation corps, as defined in Section 14507.5 of the Public Resources Code, as partners to undertake or construct applicable projects in accordance with Section 1524 of Public Law 112-141. **Points will be deducted if an applicant does not seek corps participation or if an applicant intends not to utilize a corps in a project in which the corps can participate.** (0 to -5 points)

Direct contracting with the California Conservation Corps or a qualified community conservation corps without bidding is permissible provided that the responsible agency demonstrates cost effectiveness per 23 CFR 635.204 and obtains approval from Caltrans. A copy of the agreement between the responsible agency and the proposed conservation corps shall be included in the project application as supporting documentation.

- Applicant's performance on past grants. This may include project delivery, project benefits (anticipated v. actual), and use of the California Conservation Corps or qualified community conservation corps (planned v. actual). Applications from agencies with poor performance records on past grants may be excluded from competing or may be penalized in scoring. (**0 to -10** points)

PROJECT EVALUATION COMMITTEE

Commission staff will form a multidisciplinary Project Evaluation Committee to assist in evaluating project applications. In forming the Project Evaluation Committee, staff will seek participants with expertise in bicycling and pedestrian transportation, including Safe Routes to Schools type projects, and in projects benefiting disadvantaged communities, and will seek representation from state agencies, large MPOs, small urban and rural areas, and non-governmental organizations. Priority for participation in the evaluation committee will be given to those who do not represent a project sponsor or applicant, or will not benefit from projects submitted by others.

In reviewing and selecting projects to be funded by federal funds in the Recreational Trails Program, the Commission staff will collaborate with the Department of Parks and Recreation to evaluate proposed projects.

MPOs, in administering a competitive selection process, shall use a multidisciplinary advisory group, similar to the aforementioned Project Evaluation Committee, to assist in evaluating project applications.

PROGRAMMING

PROJECT PROGRAMMING

Following at least one public hearing, the Commission will adopt an annual program of projects for the Active Transportation Program, by April 1 of each odd numbered year. The Active Transportation Program shall be developed consistent with the fund estimate and the amount programmed in each fiscal year shall not exceed the amount identified in the fund estimate.

The program of projects for each fiscal year will include, for each project, the amount to be funded from the Active Transportation Program, and the estimated total cost of project construction or equipment acquisition, including any additional supplementary funding. Project costs in the Active Transportation Program will include all project support costs and all project listings will specify costs for each of the following components: (1) completion of all permits and environmental studies; (2) preparation of plans, specifications, and estimates; (3) right-of-way capital outlay (4) support for right-of-way acquisition; (5) construction capital outlay; and (6) construction management and engineering, including surveys and inspection. The cost of each project cost component will be listed in the Active Transportation Program no earlier than in the fiscal year in which the particular project component can be delivered.

When proposing to fund only preconstruction components for a project, the applicant should demonstrate the means by which it intends to fund the construction of a useable segment, consistent with the regional transportation plan or the Caltrans interregional transportation strategic plan.

When project design, right-of-way or construction are programmed before the sponsoring agency completes the environmental process, updated cost estimates, updated analysis of the project's cost effectiveness, and updated analysis of the project's ability to further the goals of the program shall be submitted to the Commission following completion of the environmental process. If this updated information indicates that a project is expected to accomplish fewer benefits or is less cost effective as compared with the initial project application, future funding for the project may be deleted from the program. For the MPO selected competitions, this information should be submitted to the MPO. It is the responsibility of the MPO to recommend that the project be deleted from the program if warranted.

The Commission will program and allocate funding to projects in whole thousands of dollars and will include a project only if it is fully funded from a combination of Active Transportation Program and other committed funding. The Commission will regard funds as committed when they are programmed by the Commission or when the agency with discretionary authority over the funds has made its commitment to the project by ordinance or resolution. For federal formula funds, including Surface Transportation Program, Congestion Mitigation and Air Quality Improvement Program, and federal formula transit funds, the commitment may be by Federal Transportation Improvement Program adoption. For federal discretionary funds, the commitment may be by federal approval of a full funding grant agreement or by grant approval.

~~The Commission may approve an amendment to the Active Transportation Program at any time. An amendment must appear in an agenda published 10 days in advance of the Commission meeting. Amendments do not require the 30-day notice that applies to a State Transportation Improvement~~

Program (STIP) amendment. Amendments to the MPO selected portion of the program must be approved by the MPO prior to Commission approval.

If the program of projects adopted by the Commission does not program the full capacity identified in the fund estimate for a given fiscal year, the balance will remain available for future program amendments to advance programmed projects. A balance not programmed in one fiscal year will carry over and be available for projects in the following fiscal year, except that unprogrammed funds will not carry over into a subsequent fund estimate.

The intent of the Commission is to consolidate the allocation of federal funds to as few projects as practicable. Therefore, the smallest project may be designated, at the time of programming, for state-only funding.

ALLOCATIONS

The Commission will consider the allocation of funds for a project when it receives an allocation request and recommendation from Caltrans in the same manner as for the STIP (see section 64 of the STIP guidelines). The recommendation will include a determination of project readiness, the availability of appropriated funding, and the availability of all identified and committed supplementary funding.

Where the project is to be implemented by an agency other than the applicant, the allocation request shall include a copy of the Memorandum of Understanding or Interagency Agreement between the project applicant and implementing agency.

The Commission will approve the allocation if the funds are available, the allocation is necessary to implement the project as included in the adopted Active Transportation Program.

In order to ensure the timely use of all program funds, the Commission will, in the last quarter of the fiscal year, allocate funds to projects programmed in a future fiscal year on a first-come, first-served basis. If there are insufficient funds, the Commission may delay the allocation of funds to a project until the next fiscal year without requiring an extension. Should requests for allocations exceed available capacity, the Commission will give priority to projects programmed in the current-year.

Allocation requests for a project in the MPO selected portion of the program must include a recommendation by the MPO.

In compliance with Section 21150 of the Public Resources Code, the Commission will not allocate funds for design, right-of-way, or construction prior to documentation of environmental clearance under the California Environmental Quality Act. As a matter of policy, the Commission will not allocate funds for design, right-of-way, or construction of a federally funded project prior to documentation of environmental clearance under the National Environmental Policy Act. Exceptions to this policy may be made in instances where federal law allows for the acquisition of right-of-way prior to completion of National Environmental Policy Act review.

If a project requests an allocation of funds in an amount that is less than the amount programmed, that allocation savings may be allocated to a programmed project advanced from a future fiscal year. A MPO, in administering its competitive portion of the Active Transportation Program, shall determine which projects to advance and make that recommendation to the Commission. Unallocated funds in one fiscal year will carry over and be available for projects in the following fiscal year, except that unallocated funds will not carry over into a subsequent fund estimate.

PROJECT DELIVERY

Active Transportation Program allocations must be requested in the fiscal year of project programming, and are valid for award for six months from the date of allocation unless the Commission approves an extension. However, if there are insufficient funds, the Commission may delay the allocation of funds to a project until the next fiscal year without requiring an extension. If there are insufficient funds, the Commission may delay the allocation of funds to a project until the next fiscal year without requiring an extension. Applicants may submit and the Commission will evaluate extension requests in the same manner as for STIP projects (see section 66 of the STIP guidelines) except that extension to the period for project allocation and for project award will be limited to twelve months. Extension requests for a project in the MPO selected portion of the program must include a recommendation by the MPO, consistent with the preceding requirements.

Whenever programmed funds are not allocated within this deadline, the project will be deleted from the Active Transportation Program. Funds available following the deletion of a project may be allocated to a programmed project advanced from a future fiscal year. A MPO, in administering its competitive portion of the Active Transportation Program, shall determine which projects to advance and make that recommendation to the Commission. Unallocated funds in one fiscal year will carry over and be available for projects in the following fiscal year, except that unallocated funds will not carry over into a subsequent fund estimate.

The responsible agency must enter into a cooperative agreement with Caltrans and, if the project is federally funded, obligate the federal funds within six months.

Funds allocated for project development or right of way costs must be expended by the end of the second fiscal year following the fiscal year in which the funds were allocated. After the award of a contract, the project sponsor has up to 36 months to complete (accept) the contract. At the time of fund allocation, the Commission may extend the deadline for completion of work and the liquidation of funds if necessary to accommodate the proposed expenditure plan for the project. The project sponsor has six months after contract acceptance to make the final payment to the contractor or vendor, prepare the final Report of Expenditure and submit the final invoice to Caltrans for reimbursement.

If the amount of a contract award is less than the amount allocated, or if the final cost of a component is less than the amount awarded, the saving generated will not be available for future programming or allocation.

Caltrans will track the delivery of Active Transportation Program projects and submit to the Commission a quarterly report showing the delivery of each project component.

PROJECT INACTIVITY

Once funds for a project are encumbered, project applicants are expected to invoice on a regular basis (for federal funds, see 23 CFR 630.106 and the Caltrans' Inactive Obligation Policy). Failure to do so will result in the project being deemed "inactive" and subject to deobligation if proper justification is not provided.

PROJECT REPORTING

As a condition of the project allocation, the Commission will require the implementing agency to submit quarterly semi-annual reports on the activities and progress made toward implementation of the project.

and a final delivery report. An agency implementing a project in the MPO selected portion of the program shall also submit copies of its semi-annual reports and of its final deliver report to the MPO. The purpose of the reports is to ensure that the project is being executed in a timely fashion and is within the scope and budget identified when the decision was made to fund the project. Costs associated with reporting are an eligible project cost.

Within ~~six months~~ one year of the project becoming operable, the implementing agency shall provide a final delivery report to the Commission which includes:

- The scope of the completed project as compared to the programmed project.
- Before and after photos documenting the project.
- The final costs as compared to the approved project budget.
- Its duration as compared to the project schedule in the project application.
- Performance outcomes derived from the project as compared to those described in the project application. This should include before and after pedestrian and/or bicycle counts, and an explanation of the methodology for conduction counts.
- Actual use of the California Conservation Corps or qualified community conservation corps as compared to the use in the project application.

For the purpose of this section, a project becomes operable when the construction contract is accepted or acquired equipment is received, or in the case of non-infrastructure activities, when the activities are complete.

Caltrans shall audit a sample of Active Transportation Program projects to determine whether project costs incurred and reimbursed are in compliance with the executed project agreement or approved amendments thereof; state and federal laws and regulations; contract provisions; and Commission guidelines, and whether project deliverables (outputs) and outcomes are consistent with the project scope, schedule and benefits described in the executed project agreement or approved amendments thereof.

ROLES AND RESPONSIBILITIES

CALIFORNIA TRANSPORTATION COMMISSION (COMMISSION)

The Commission responsibilities include:

- Adopt guidelines and policies for the Active Transportation Program.
- Adopt Active Transportation Program Fund Estimate.
- Evaluate projects, including the forming of the Project Evaluation Committee.
- Adopt a program of projects, including:
 - The statewide portion of the Active Transportation Program,
 - The rural portion of the Active Transportation Program,
 - The small urban portion of the Active Transportation Program, and
 - The MPO selected portion of the program based on the recommendations of the MPOs.
 - Ensure that at least 25% of the funds benefit disadvantage communities.
- Allocate funds to projects.
- Report to the legislature.

CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

Caltrans has the primary responsibility for the administration of the Active Transportation Program. Responsibilities include:

- Provide statewide program and procedural guidance to the Districts (i. e. provide project evaluation of materials and instructions), conducts outreach through various networks such as, but not limited to, the Active Transportation Program website, and at conferences, meetings, or workgroups.
- Solicit project applications for the program.
- Facilitate the Project Evaluation Committee.
- Perform eligibility reviews of Active Transportation Program projects.
- Review project applications for scope, cost, schedule, and completeness.
- Recommend project to the Commission for programming and allocation.
- Notify applicants of the results after each call for projects.
- Track project implementation.
- Serve as the main point of contact in project implementation after notifying successful applicants of award.

METROPOLITAN PLANNING ORGANIZATIONS WITH LARGE URBANIZED AREAS

These MPOs are responsible for overseeing a competitive project selection process in accordance with these guidelines. The responsibilities include:

- Ensure that at least 25% of the funds in each MPO must benefit disadvantaged communities.
- If using different project selection criteria or weighting, minimum project size, match requirement, or definition of disadvantaged communities for its competitive selection process, the MPO must obtain Commission approval prior to the MPO's call for projects. **Use of a minimum project size of \$500,000 or less, or of a smaller match requirement than in the statewide competitive program does not require prior Commission approval.**
- If electing to have a supplemental MPO specific call for projects, the projects within the MPO boundaries that were not selected through the statewide competition shall be considered along with those received in the supplemental call for projects.
- In administering a competitive selection process, a MPO shall use a multidisciplinary advisory group to assist in evaluating project applications.
- In administering a competitive selection process, a MPO shall explain how the projects recommended for programming by the MPO include a broad spectrum of projects to benefit pedestrians and bicyclists. The explanation shall include a discussion of how the recommended projects benefit students walking and cycling to school.
- A MPO choosing to use the same project selection criteria and weighting, minimum project size, and definition of disadvantaged communities for its competitive selection process may defer its project selection to the Commission.
- Approve amendments to the MPO selected portion of the program prior to Commission approval.
- Recommend allocation requests for a project in the MPO selected portion of the program.
- Determine which projects to advance and make that recommendation to the Commission.

The following statutory requirements apply specifically to the Southern California Association of Governments (SCAG)

- SCAG shall consult with county transportation commissions, the Commission, and Caltrans in the development of competitive project selection criteria. The criteria should include consideration of geographic equity, consistent with program objectives.
- SCAG shall place priority on projects that are consistent with plans adopted by local and regional governments within the county where the project is located.
- SCAG shall obtain concurrence from the county transportation.

REGIONAL TRANSPORTATION PLANNING AGENCIES OUTSIDE A MPO WITH LARGE URBANIZED AREAS AND A MPO WITHOUT LARGE URBANIZED AREAS

These Regional Transportation Planning Agencies and MPOs may make recommendations or provide input to Commission regarding the projects within their boundaries that are applying for Active Transportation Program funding.

PROJECT APPLICANT

Project applicants nominate Active Transportation Program projects for funding consideration. If awarded Active Transportation Program funding for a submitted project, the project applicant has contractual responsibility for carrying out the project to completion in accordance with federal, state, and local laws and regulations, and these guidelines. For capital projects, the project applicant will be responsible for the ongoing operations and maintenance of the facility.

ACTIVE TRANSPORTATION PLAN

A city, county, county transportation commission, regional transportation planning agency, MPO, school district, or transit district may prepare an active transportation plan. A plan prepared by a city or county may be integrated into the circulation element of its general plan or a separate plan. An active transportation plan shall include, but not be limited to, the following components:

- a) The estimated number of existing bicycle trips and pedestrian trips in the plan area, both in absolute numbers and as a percentage of all trips, and the estimated increase in the number of bicycle trips and pedestrian trips resulting from implementation of the plan.
- b) The number and location of collisions, serious injuries, and fatalities suffered by bicyclists and pedestrians in the plan area, both in absolute numbers and as a percentage of all collisions and injuries, and a goal for collision, serious injury, and fatality reduction after implementation of the plan.
- c) A map and description of existing and proposed land use and settlement patterns which shall include, but not be limited to, locations of residential neighborhoods, schools, shopping centers, public buildings, major employment centers, and other destinations.
- d) A map and description of existing and proposed bicycle transportation facilities.
- e) A map and description of existing and proposed end-of-trip bicycle parking facilities.
- f) A description of existing and proposed policies related to bicycle parking in public locations, private parking garages and parking lots and in new commercial and residential developments.
- g) A map and description of existing and proposed bicycle transport and parking facilities for connections with and use of other transportation modes. These shall include, but not be limited to, parking facilities at transit stops, rail and transit terminals, ferry docks and landings, park and ride lots, and provisions for transporting bicyclists and bicycles on transit or rail vehicles or ferry vessels.

- h) A map and description of existing and proposed pedestrian facilities at major transit hubs. These shall include, but not be limited to, rail and transit terminals, and ferry docks and landings.
- i) A description of proposed signage providing wayfinding along bicycle and pedestrian networks to designated destinations.
- j) A description of the policies and procedures for maintaining existing and proposed bicycle and pedestrian facilities, including but not limited to the maintenance of smooth pavement, freedom from encroaching vegetation, maintenance of traffic control devices including striping and other pavement markings, and lighting.
- k) A description of bicycle and pedestrian safety, education, and encouragement programs conducted in the area included within the plan, efforts by the law enforcement agency having primary traffic law enforcement responsibility in the area to enforce provisions of the law impacting bicycle and pedestrian safety, and the resulting effect on accidents involving bicyclists and pedestrians.
- l) A description of the extent of citizen and community involvement in development of the plan, including, but not limited to, letters of support.
- m) A description of how the active transportation plan has been coordinated with neighboring jurisdictions and is consistent with other local or regional transportation, air quality, or energy conservation plans, including, but not limited to, general plans and a Sustainable Community Strategy in a Regional Transportation Plan.
- n) A description of the projects and programs proposed in the plan and a listing of their priorities for implementation, including the methodology for project prioritization and a proposed timeline for implementation.
- o) A description of past expenditures for bicycle and pedestrian facilities and programs, and future financial needs for projects and programs that improve safety and convenience for bicyclists and pedestrians in the plan area. Include anticipated revenue sources and potential grant funding for bicycle and pedestrian uses.
- p) A description of staffing needs to implement projects and programs and current staff resources dedicated to bicycle and pedestrian uses.
- q) A resolution showing adoption of the plan by the city, county or district. If the active transportation plan was prepared by a county transportation commission, regional transportation planning agency, MPO, school district or transit district, the plan should indicate the support via resolution of the city(s) or county(s) in which the proposed facilities would be located.

A city, county, school district, or transit district that has prepared an active transportation plan may submit the plan to the county transportation commission or transportation planning agency for approval. The city, county, school district, or transit district may submit an approved plan to Caltrans in connection with an application for funds active transportation facilities which will implement the plan.

FEDERAL REQUIREMENTS

Unless programmed for state-only funding, project applicants must comply with the provisions of Title 23 of the U.S. Code of Federal Regulations and with the processes and procedures contained in the Caltrans Local Assistance Procedure Manual and the Master Agreement with Caltrans. Below are examples of federal requirements that must be met when administering Active Transportation Program projects.

- National Environmental Policy Act (NEPA) compliance and documentation is required on all projects. Refer to Chapter 6, Environmental Procedures, of the Local Assistance Procedures Manual for guidance and procedures on complying with NEPA and other federal environmentally related laws.
- Project applicants may not proceed with the final design of a project or request "Authorization to proceed with Right-of-Way" or "Authorization to proceed with Construction" until Caltrans has signed a Categorical Exclusion, a finding of No Significant Impact, or a Record of Decision. Failure to follow this requirement will make the project ineligible for federal reimbursement.
- If the project requires the purchase of right of way (the acquisition of real property), the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 apply. For more information, refer to Chapter 13, Right of Way, of the Local Assistance Procedures Manual.
- If the project applicant requires the consultation services of architects, landscape architects, land surveyors, or engineers, the procedures in the Chapter 10, Consultant Selection, of the Local Assistance Procedures Manual must be followed.
- Contract documents are required to incorporate applicable federal requirements such as Davis Bacon wage rates, competitive bidding, Disadvantaged Business Enterprises/Equal Employment Opportunity provisions, etc. For more information, refer to Chapter 9, Civil Rights and Disadvantaged Business Enterprises, and Chapter 12, Plans, Specifications & Estimate, of the Local Assistance Procedures Manual

Failure to comply with federal requirements may result in the repayment to the State of Active Transportation Program funds.

DESIGN STANDARDS

Chapter 11, Design Standards, of the Caltrans Local Assistance Procedure Manual describes statewide design standards, specifications, procedures, guides, and references that are acceptable in the geometric, drainage, and structural design of Local Assistance projects. The chapter also describes design exception approval procedures. The standards and procedures shall be used for all Active Transportation Program projects. With each programming cycle, Caltrans shall report on the number and nature of design exceptions requested, whether those design exceptions were approved or denied, and when denied the reason for the denial.

For capital projects, the project applicant will be responsible for the ongoing operations and maintenance of the facility.

All facilities constructed using Active Transportation Program funds cannot revert to a non-Active Transportation Program use for a minimum of 20 years or its actual useful life, whichever is less, without approval of the Commission.

PROGRAM EVALUATION

The Active Transportation Program will be evaluated for its effectiveness in increasing the use of active modes of transportation in California. Applicants that receive funding for a project will be asked to collect and submit data to Caltrans as described in the "Project Reporting" section.

By December 31, 2014, the Commission will post its website information about the initial program of projects, including a list of all projects programmed and allocated in each portion of the program, by region, and by project type, along with information on grants awarded to disadvantaged communities,

After 2014, the Commission will include in its annual report to the Legislature a discussion on the effectiveness of the program in terms of planned and achieved improvement in mobility and safety and timely use of funds, and will include a summary of its activities relative to the administration of the Active Transportation Program including:

- Projects programmed,
- Projects allocated
- Projects completed to date by project type,
- Projects completed to date by geographic distribution,
- Projects completed to date by benefit to disadvantaged communities, and
- Projects completed to date with the California Conservation Corps or qualified community conservation corps.

Date: December 31, 2013
District: District 9 – Bishop - www.dot.ca.gov/dist9
Contact: Florene Trainor
Phone: (760) 872-0603

FOR IMMEDIATE RELEASE

State Route 158 North (June Lake Loop) Reopen

Bishop – The California Department of Transportation (Caltrans), District 9 announced today that State Route 158 North (June Lake Loop) have been reopened.

As is often the case this time of year, the opening is dependent on favorable weather. If the area is impacted by inclement weather Caltrans may have to re-close the highway. Please check local highway conditions by calling 1-800-427-7623 or www.quickmap.dot.ca.gov before you begin your travel.

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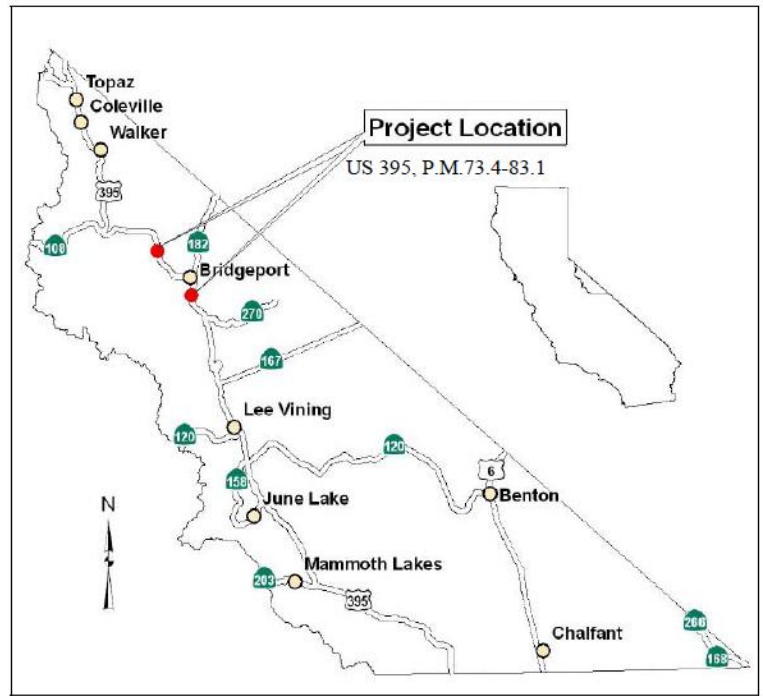
Bridgeport Passing Lanes

Project Study Report

(Approval Date: 11/12/2009)

Fact Sheet

The US 395 corridor development concept in Mono County north of Lee Vining is a fully improved 2-lane roadway with a minimum of 8-foot shoulders and passing lanes were feasible. Both the Caltrans US 395 Transportation Concept Report and the Mono County Regional Transportation Plan support this corridor development concept.



3 PURPOSE AND NEED STATEMENT

Need

US Highway 395 has no designated passing opportunities for an 18-mile segment from about the intersection of SR 270 to the Devils Gate passing lanes at PM 86.7 except for a 0.3 mile long segment of 5-lane facility within the city of Bridgeport. Currently the Percentage Time Spent Following (PTSF) at these locations are 61.4% and 41.5% respectively. The existing roadbed is a two lane conventional highway with 12 ft lanes. The paved shoulders within the project range from 2ft to 8 ft.

Purpose

The purpose of this project is to provide passing opportunities where none exist on a long stretch of US Highway 395 in Northern Mono County. Passing lanes are being considered to the south and north of the Bridgeport depending upon the alternative chosen. It is anticipated that the new passing lanes will improve overall traffic operations by breaking up traffic platoons and reduce delays caused by PTSF.



Project Limits (Dist., Co., Rte., PM)	09 - Mono - 395 – PM 73.4/83.1
Number of Alternatives (excluding "no build):	2
Capital Outlay support for PAED	\$1,358,000
Capital Construction Cost Range (excluding "no build)	\$2,680,000 to \$6,240,000 (FY 2010)
Right of Way Cost Range (excluding "no build)	\$1,925,000 to \$4,112,000 (FY 2014)
Funding Source:	STIP
Type of Facility:	Conventional Highway
Number of Structures:	None
Anticipated Environmental Determination/Document	ND/FONSI
Legal Description	Bridgeport Passing Lanes
Project Category	4A



January 13, 2014

STAFF REPORT

Subject: Results of Chalfant Area Survey
Initiated by: Jill Batchelder, Transit Analyst

INFORMATION ONLY

Results of Chalfant Area Survey

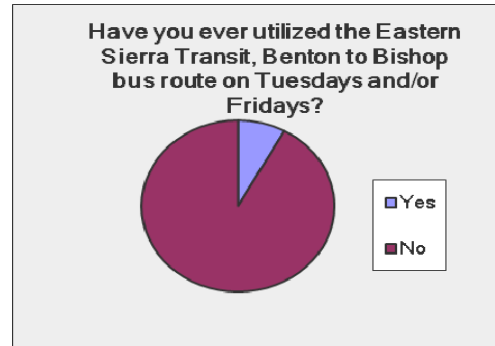
Eastern Sierra Transit Authority, as the CTSA for Mono County conducted a Chalfant Community Transportation Survey at the request of the Mono County Local transportation Commission.

In September 2013, a survey was released to examine the need for and desire to use public transit. The survey was publicized on local radio stations, Inyo Register, ESTA's website, Facebook, and direct e-mail. The e-mails were sent to those on the Chalfant RPAC distribution list. Additionally, flyers were posted at the Community Center, Fire Station and at the Chalfant Mercantile. Anyone wishing to complete a survey could do so online, paper survey or by calling ESTA. A total of 25 surveys were completed.

The eleven question survey covered multiple areas of interest including: if the respondent had ever use the current Benton to Bishop bus route, if they had transportation and what type of transportation they use, frequency of trips to Bishop, the likelihood of using public transportation and at what times, how long they would wait for a bus and how much they would be willing to pay.

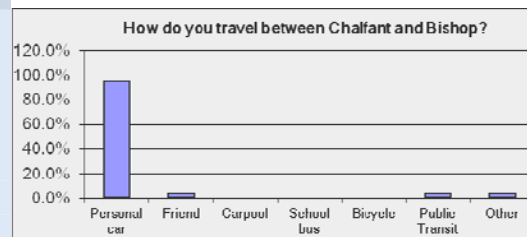
Of the 25 respondents, 8% or 2 people had used Eastern Sierra Transit's Benton to Bishop route.

Have you ever utilized the Eastern Sierra Transit, Benton to Bishop bus route on Tuesdays and/or Fridays?		
Answer Options	Response Percent	Response Count
Yes	8.0%	2
No	92.0%	23
<i>answered question</i>		25
<i>skipped question</i>		0



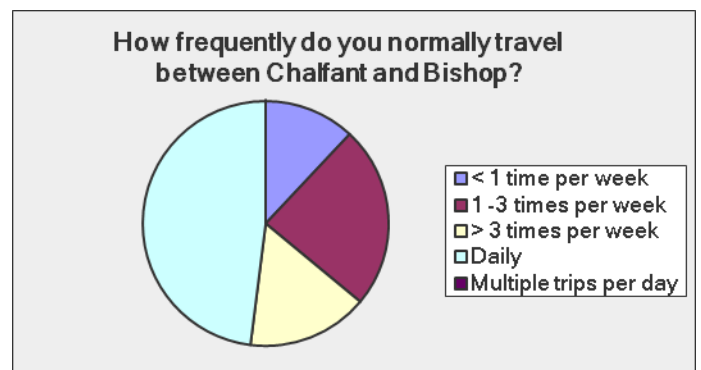
The vast majority of those who responded to the survey utilize their own private vehicle for travel between Chalfant and Bishop.

How do you travel between Chalfant and Bishop?		
Answer Options	Response Percent	Response Count
Personal car	96.0%	24
Friend	4.0%	1
Carpool	0.0%	0
School bus	0.0%	0
Bicycle	0.0%	0
Public Transit	4.0%	1
Other	4.0%	1
<i>answered question</i>		25
<i>skipped question</i>		0

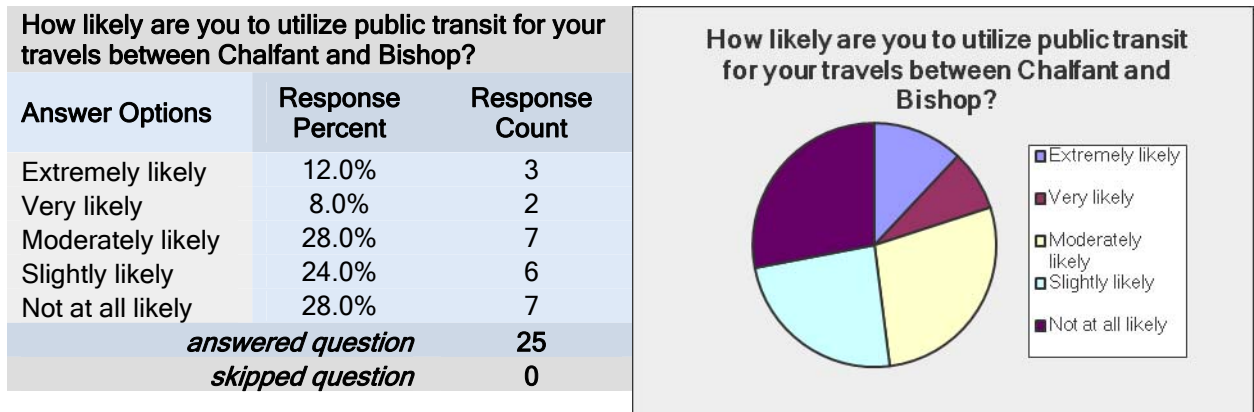


Of the 25 total respondents, nearly half of the respondents travel to Bishop Daily.

How frequently do you normally travel between Chalfant and Bishop?		
Answer Options	Response Percent	Response Count
< 1 time per week	12.0%	3
1 -3 times per week	24.0%	6
> 3 times per week	16.0%	4
Daily	48.0%	12
Multiple trips per day	0.0%	0
<i>answered question</i>		25
<i>skipped question</i>		0



Twelve of the 25 respondents, were either extremely, very or moderately likely to utilize public transportation to travel between Chalfant and Bishop.

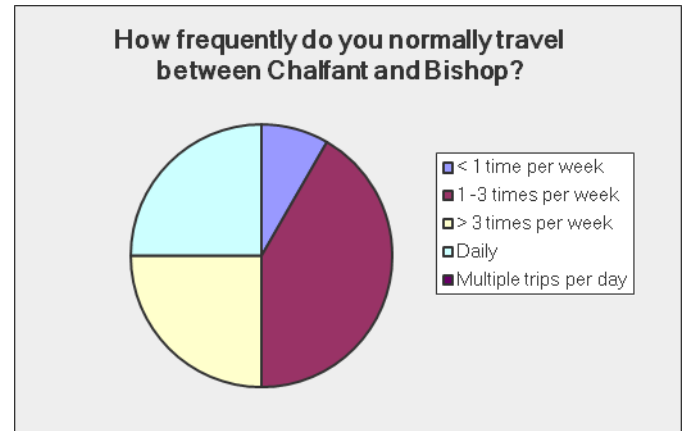


The remainder of this analysis will focus solely on the twelve respondents that are most likely to use public transportation. Of these twelve people, 100% currently travel in their personal vehicle. Two respondents also travel with a friend or on the current Benton to Bishop bus route.

How do you travel between Chalfant and Bishop?		
Answer Options	Response Percent	Response Count
Personal car	100.0%	12
Friend	8.3%	1
Carpool	0.0%	0
School bus	0.0%	0
Bicycle	0.0%	0
Public Transit	8.3%	1
Other	0.0%	0
answered question		12
skipped question		0

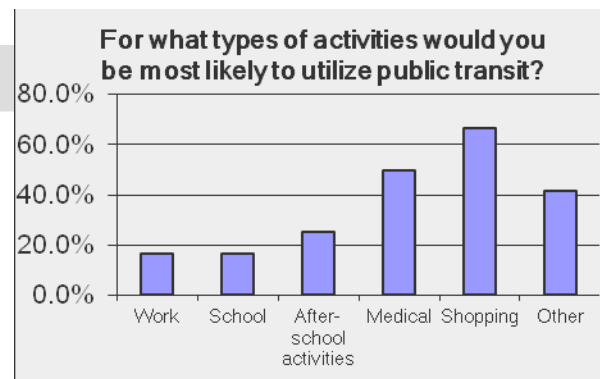
These twelve people reportedly travel into Bishop with the following frequency: 8.3% traveling into Bishop less than one time per week, 14.7% 1-3 times per week, 25% more than 3 times per week and 25% traveling daily.

How frequently do you normally travel between Chalfant and Bishop?		
Answer Options	Response Percent	Response Count
< 1 time per week	8.3%	1
1 -3 times per week	41.7%	5
> 3 times per week	25.0%	3
Daily	25.0%	3
Multiple trips per day	0.0%	0
answered question		12
skipped question		0



These people travel into Bishop for a variety of different reasons including work, school, afterschool activities, medical, shopping.

For what types of activities would you be most likely to utilize public transit?		
Answer Options	Response Percent	Response Count
Work	16.7%	2
School	16.7%	2
After-school activities	25.0%	3
Medical	50.0%	6
Shopping	66.7%	8
Other	41.7%	5
answered question		12
skipped question		0



These potential passengers seem to very price conscience. The current adult one way fare from Chalfant to Bishop is \$4.50. When they were asked what they would be willing to pay per trip the majority were only willing to pay less than the current fare for the service.

**How much would you be willing to pay per trip to use public transportation to travel between Chalfant and Bishop?
(note: The current fare is \$4.50 for adults; \$3.75 for senior, disabled and children)**

Answer Options	Response Percent	Response Count
< \$2.00	8.3%	1
\$2.00 - \$3.00	16.7%	2
\$3.01 - \$4.00	41.7%	5
\$4.01 - \$5.00	33.3%	4
\$5.01 - \$6.00	0.0%	0
> \$6.01	0.0%	0
<i>answered question</i>		12
<i>skipped question</i>		0

When asked what days and times they would most likely utilize the bus, there were a variety of responses. There were four people that did give exact days and times. Given this information it appears that there would be 2 -3 passengers per day, if passengers could be flexible with their schedule and be willing to wait for up to 2 hours. The chart below details the exact time responses. The accompanying chart gives all of the responses.

Days & Times

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00am					
8:00am					
9:00am					
10:00am					
11:00am					
12:00pm					
1:00pm					
2:00pm					
3:00pm					
4:00pm					
5:00pm					

For the activities that you would most likely use public transportation, what is the schedule? List days and times	
Answer Options	Response Count
	9
<i>answered question</i>	9
<i>skipped question</i>	3

Number	Response Text
1	Saturday am and pm
2	times will vary
3	saturday, sunday, maybe fridays or tuesdays
4	Wednesday at 9 return at 4
5	This is hard to nail down, but a regular bus daily would be good, I am sure a early bus would be good and after work, but daily. Fairs need to be cheaper than the cost of gas to drive. also need family fares for multiple riders
6	09/05/2013
7	Right now, Mondays only to Bishop Mid Morning (1000?) From Bishop Mid afternoon (1400?) In 2 years I would use PT a lot more (Retirement)
8	Doctors vary. Shopping could work around bus schedule. I also meet with a group 1-2 days a week. Hours are usually 9-3.
9	M-F 8am-4pm

When asked if they would be willing to adjust their schedule and how long they would be willing to wait for the schedule bus. Over 58% would be willing to adjust their schedule. However, over 63% would only be willing to wait 30 minutes or less.

skipped question 0

If there were a fixed bus schedule between Chalfant and Bishop, would you be willing to adjust your schedule to take the bus?		
Answer Options	Response Percent	Response Count
Yes	16.7%	2
Very likely	41.7%	5
Maybe	25.0%	3
Not Likely	16.7%	2
No	0.0%	0
<i>answered question</i>		12

How long would you be willing to wait on either end of your activity?		
Answer Options	Response Percent	Response Count
15 minutes	27.3%	3
30 minutes	36.4%	4
45 minutes	18.2%	2
1 hour	18.2%	2
2 hours	0.0%	0

Given the information that was provided in the survey by the twelve people that are interested in public transit between Chalfant and Bishop, there may be two people daily that would utilize public transportation on a daily basis. There may be several additional people that would be interested in using transit on a less frequent basis. However the price will be one of the key factors in determining if the service will be successful. It is important to note that the current Benton to Bishop route that operates on Tuesday and Friday may meet the needs of those in Chalfant that have medical or shopping needs.

New Motorist Laws for 2014

In 2013, the California Legislature approved a number of new laws of interest to Auto Club members and motorists. Unless otherwise noted, these measures take effect January 1, 2014.

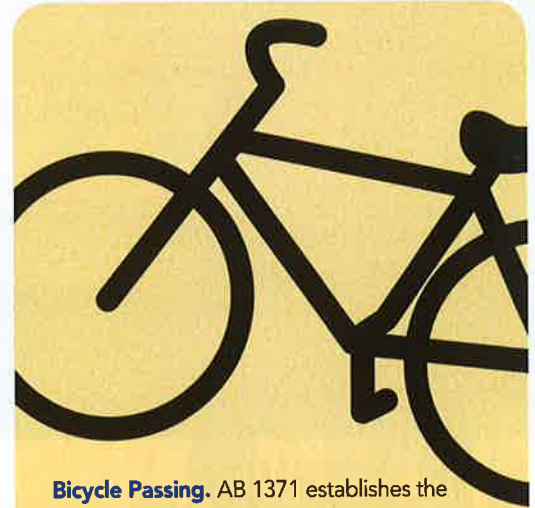
Broken Parking Meters. AB 61 allows motorists to park at inoperable parking meters or payment stations, up to the posted time limit, without getting a ticket from the local city or county. This bill follows an Auto Club-sponsored measure from last year that required cities and counties to post clear notice if parking at broken meters was prohibited.

Mobile Devices. SB 194 prohibits drivers under age 18 from using any mobile electronic communication device, even hands-free, while driving. The only exception is for an emergency call to law enforcement or other emergency service providers. The Auto Club supported this law to help ensure that new teen drivers focus on the task of driving when behind the wheel.

Driver's Licenses. Beginning January 1, 2015, AB 60 requires the DMV to issue driver's licenses to persons who are ineligible for a Social Security number if additional documentation regarding identity and residence is provided. A driver's license issued under these circumstances will include a notice that it is not accepted for official federal identification (such as at airport security) or other purposes.

Vehicle Fees. AB 8 continues, through 2023, several fees that vehicle owners now pay at the time they register their vehicles. These include \$3 for alternative fuel development and deployment, \$8 for smog abatement (charged on vehicles six years old or newer), and \$2 for local air quality districts to mitigate emissions (mainly from large trucks).

HOV Lanes. AB 266 and SB 286 combine to extend the time certain clean-air vehicles are allowed to use High Occupancy Vehicle (HOV), or carpool, lanes without meeting minimum occupancy requirements. Electric and natural gas vehicles (such as the Leaf, Tesla, and Civic CONG) with a "white sticker" or advanced partial zero-emission vehicles (such as the Volt and plug-in hybrids) with a "green sticker" from the DMV can use HOV lanes until January 1, 2019. The bills do not apply to the new Los Angeles Express Lanes on interstates 10 and 110.



Bicycle Passing. AB 1371 establishes the "Three Feet for Safety Act," which requires drivers to allow at least a 3-foot distance between their vehicle and a bicycle or its operator when passing. When 3 feet cannot be provided because of traffic or roadway conditions, drivers must slow to a reasonable and prudent speed and pass only when doing so would not endanger the safety of the bicyclist. Penalties for violating the law start at \$35 for the base fine (more than \$150 when court and other fees are added). The bottom line: For everyone's safety, pay attention and give cyclists adequate space when passing. The Auto Club supported this measure, and it takes effect on September 16, 2014.

Notice of Change in Membership Benefits

After February 28, 2014, **Spare Key Cards** (a duplicate of your car door key, in credit card form) will no longer be available. Through February 28, 2014, members are eligible to receive one free Spare Key Card per year at Auto Club branches, with additional cards available for a fee. Spare Key Cards are available for a limited number of makes and models, and they cannot be used in the ignition of cars.

Need help setting up new electronics you received over the holidays? Auto Club members save up to 20 percent on a variety of computer support options, home theater installation, and car electronics installation with a coupon from **GEEK SQUAD**. Get more information at AAA.com/geeksquad or by calling (855) 534-6129.