



Overall Work Program

Fiscal Years 2021 & 2022



As a recipient of numerous federal grants for various planning activities, NVTA must comply with the provisions of Title VI of the Civil Rights Act of 1964. The Civil Rights Act of 1964 states that “No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The Environmental Justice (EJ) Executive Order (EO 12989) further amplifies Title VI by specifically addressing minority and low-income populations, early and continuously in the transportation planning process, so the values and interests of all segments of our communities are equally reflected in investment decisions.

NVTA embraces these tenets and has incorporated into its organizational structure and planning processes procedures to reinforce compliance with federal statute and regulations.



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I. Profile

Formed in 1988, the Napa Valley Transportation Authority (NVTA) serves as the county transportation agency and public transit provider for Napa County. In this capacity NVTA is responsible, for developing transportation plans and programs for the county in cooperation with federal, state, regional, and local agencies.

In addition to local and regional transportation planning, NVTA offers a variety of public transportation services to most effectively serve the residents of Napa County. Fixed-route transit and paratransit services are offered in the City of Napa with major intercity and commuter bus lines serving American Canyon, Napa, Yountville, St. Helena, Calistoga, and destinations in Contra Costa, and Solano Counties. Local services are also provided in each of the communities within Napa.

The actions of the NVTA are governed by a Joint Powers Agreement with the County of Napa and jurisdictions within thin the county. NVTA also has agreements with California Department of Transportation (Caltrans) and the Metropolitan Transportation Commission (MTC), which agreements identify the responsibilities of NVTA and provide the administrative structure to implement these responsibilities.

Each year NVTA prepares an Overall Work Program (OWP) describing the comprehensive planning activities proposed to be undertaken during the next fiscal year using state and federal, and local funds. In addition, major non-planning initiatives undertaken by the agency are also included. This document provides detailed information on each activity, including a description of the work to be performed, the products of the effort, and funding information. Ultimately, the document serves three (3) important objectives:

- The OWP serves as a reference to be used by citizens, planners and elected officials throughout the year to understand the agency's objectives and how these will be met through the regional comprehensive planning process and agency efforts. As a public document, the OWP provides an opportunity for an open review of the planning process and activities of the Agency by the NVTA board, its partnering agencies and the general public.
- The OWP is used as a management tool for the comprehensive planning program and workload management. The division of the program into sections and individual work elements facilitates program review and management throughout the year to ensure that the planned activities are accomplished both on time and within budget.
- The OWP serves as documentation to support the various federal and state grants that finance the planning program. The preparation of the current OWP assumes financing in part through grants from the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), Caltrans, MTC, as well as local funds from and other agencies and private organizations providing revenues for transportation-related plans and projects.

Transportation Funding Sources



Federal Highway Administration (FHWA)

Federal Metropolitan Planning Funds (MPL)
Congestion Mitigation Air Quality Funds (CMAQ)
Fixing America's Surface Transportation (FAST)
Transportation, Community, and System Preservation (TCSP)
Surface Transportation Program (STP)



Federal Transit Administration (FTA)

Section 5303 Planning Funds
Section 5307 Urbanized Area Formula
Section 5311 Rural Transit
Section 5311f Intercity Bus Program
Section 5339 Bus and Bus Facilities



California Department of Transportation (Caltrans)

Regional Transportation Improvement Program (RTIP) Funds
Planning, Monitoring and Maintenance (PPM) Funds
Low Carbon Transit Operations Program (LCTOP)
Senate Bill 1: Local Partnership Program (LPP) Formula Funds
Senate Bill 1: Solutions for Congested Corridors Program (SCCP)



Metropolitan Transportation Commission (MTC)

Regional Measure 2 (RM2)
Regional Measure 3 (RM3)
Transportation Development Act (TDA)
State Transit Assistance (STA) Funds
One Bay Area Grant (OBAG)



Bay Area Air Quality Management District (BAAQMD)

Transportation For Clean Air (TFCA)



Member Agencies: County of Napa, City of Napa, Town of Yountville, City of Calistoga, City of Saint Helena

Member Contributions
Passenger Fares



Vine Trail Coalition

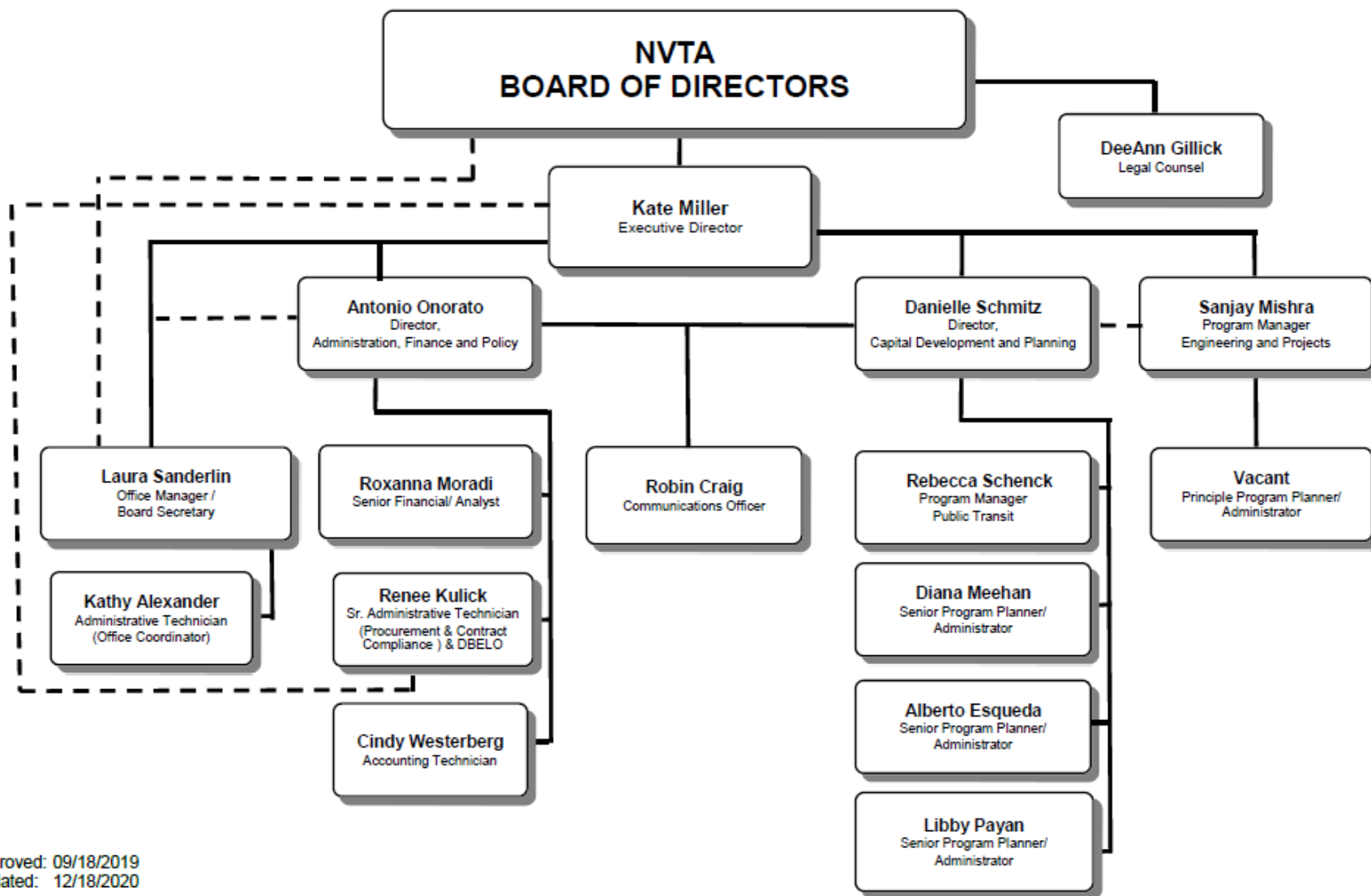
Vine Trail Contributions



Measure T

Measure T funds

NVTA Organizational Chart



Approved: 09/18/2019
Updated: 12/18/2020

II. How to Read this Document

The comprehensive work program is divided into five (5) distinct sections, each with its own introduction, that reflect the primary functions of the agency. The primary program sections are:

- | | |
|---|-------------|
| 1. Agency Administration | (AA series) |
| 2. Transportation Planning and Programs | (TP series) |
| 3. Multimodal Mobility Management | (MM series) |
| 4. Transit Program Administration | (TP series) |
| 5. Communication & Representation | (CR series) |

Within each section are detailed explanations for each program or initiative of the agency called Work Elements (WE). Work Elements usually list specific tasks to be undertaken to advance the particular work element objective, products and deliverables, and the estimated cumulative staff hours over the course of the fiscal year dedicated to those tasks.

Each work element has a unique reference number that conforms to an established convention. As indicated above, agency administrative elements are in the AA series, planning elements can be found in the PL series, and so on.

At its core, NVTA derives its existence, authority and the scope of its activities from the Joint Powers Agreement (JPA). The JPA identifies areas of “Purpose” and specific duties, responsibilities and approved powers. Together these define the mission of the agency and the range of activities within which its member agencies have authorized it to engage.

III. Work Elements

Most work elements within this OWP recur annually. They represent ongoing tasks and planning processes that are essential to NVTA's ability to complete its mission of continuing, cooperative, and comprehensive transportation planning. Some work elements are being carried over from previous OWPs and have been analyzed in those documents.

Many of the work elements included in the OWP are designed to support NVTA's responsibilities as the region's transportation planning agency. Since transportation planning and programming functions dominate the scope of NVTA's work program, most work elements reflect NVTA's responsibilities for meeting federal requirements under the most recent federal transportation legislation and Title VI of the Civil Rights Act. Other work elements may be shaped by needs and changes in the region, including growth in population, jobs and motor vehicle travel. The work program outlines a unified approach regardless of funding source.

The Federal Highway Administration (FHWA) established "Planning Emphasis Areas" in 1998 as part of the Transportation Equity Act for the 21st Century (TEA-21). These emphasis areas were largely left intact under SAFETEA-LU, the transportation authorization bill which succeeded TEA-21 in 2005. MAP-21 and Fixing America's Surface Transportation (FAST) have continued these eight (8) themes, and they continue to guide planning efforts by MPOs and state planning agencies.

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. 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.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.

From human resources to accounting, NVTA undertakes initiatives to maintain government accountability, effectiveness and transparency to ensure compliance with Federal, State and local regulations and to be accountable to the public.

While capturing every administrative task of the organization is impractical, work elements in this section focus on the major operations, logistics, initiatives and areas of focus essential to the effective functioning of the organization.

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Measure T Administration	AA – 09	-19-

Timesheet/Payroll Information: CMA Administration
 Project/Grant: CMA_Admin

Timesheet/Payroll Codes	Description
LEAVE_830	Leave Time
AGENCY_ADMIN	General Support
AUDITS	Audits
FINANCE	Finance Administration
FIN_ANALYSIS	Financial Analysis
GRANTS_ADMIN	Grants Administration
HR	HR Management
MEASURE_T	Measure T Admin
OWP_ADMIN	OWP Admin
POLICY	Policy Admin
PROJECT_MGMT	Project Management
TDA	TDA and STA Admin
TRANSIT_ADMIN	Transit Administration

ABSTRACT

To manage, support, coordinate and implement the Overall Work Program in accordance with the requirements of the state and federal transportation planning and programming regulations.

TASKS

1. Provide program and fiscal management for OWP.
2. Prepare quarterly progress and financial reports.
3. Coordinate with federal and state agencies.
4. Develop, present and monitor annual OWP budget.
5. Administer existing OWP.
6. Prepare the next Overall Work Program.
7. Revise and monitor work program to address federal fiscal year planning certification review recommendations, revising or amending OWP as necessary and appropriate incorporate these recommendations.
8. Conduct administration of State and Federal grants.

Products	Beginning Date	Ending Date
Draft OWP	As needed	
Final OWP	Ongoing/As needed	
Monitoring	Quarterly	

ESTIMATED STAFF HOURS: 20

Fund Source(s)
Transportation Development Act

Payroll Code(s)	
Project/Grant	CMA_ADMIN
Activity ID	OWP Admin
Resource Cat	OFUND
Resource Sub-Cat	GENRL

ABSTRACT

This program element identifies core efforts and initiatives undertaken to provide effective ongoing management and staff support for the Agency.

TASKS

1. Support NVRTA Board and advisory committees.
2. Prepare and distribute agendas, minutes, staff reports to the board and committees
3. Maintain and post documents, reports, agendas, and minutes on the NVRTA website for member agency, Board, and public consideration.
4. Provide governing board with adequate information for decision-making and program management. Orient all new Board and Committee members.
5. Manage and assist in contract administration, including funding agreements.
6. Provide general reception, support staff services, and staff training.
7. Maintain office filing systems, facility access and key control, and office computer network.
8. Oversight of office facility operations and maintenance.
9. Maintain, monitor, track and replenish equipment/office supplies.
10. Maintain, review and streamline all NVRTA publications and the publication archive.
11. Maintain, inventory, replenish and issue transportation passes to authorized agencies.
12. Review, track and disseminate all incoming correspondence.

Products	Beginning Date	Ending Date
Agendas, minutes, and staff reports	Monthly	
Correspondence/Publishing	As needed	
Progress reports	As needed	
Manage funding agreements	Ongoing/As needed	
Staff Training	Ongoing	
Update bylaws, administrative, operating and office procedures, and personnel policies	As needed	
Maintain and update computer system and equipment, including all information technology related tasks	As needed	
Soscol Gate Transit Center operations and facilities maintenance	As needed	

ESTIMATED STAFF HOURS:	9,260
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Fund Source(s)
Transportation Development Act
One Bay Area Grant

Payroll Code(s)	
Project/Grant	CMA_ADMIN
Activity ID	(various)
Resource Cat	OFUND
Resource Sub-Cat	GENRL

ABSTRACT

The Human Resources management function employs people, develops their capacities, and ensures that their services and compensation are consistent with the job and organizational requirements. NVTA’s human resource activities include on-going support functions and periodic initiatives.

TASKS

1. Interpret, apply and ensure compliance with general human resource administration practices as well as state and federal personnel laws and regulations such as drug free workplace, harassment, and OSHA requirements.
2. Maintain all personnel records.
3. Conduct personnel recruitments and provide orientation to new hires.
4. Maintain and update employees’ benefits (457a plan, medical, dental, vision, Long Term Disability (LTD), Short Term Disability (STD), Employee Assistance Program (EAP), flexible benefits, and life insurance).
5. Manage personnel issues.
6. Revise and distribute Employee Handbook and update policies and procedures as required and monitor compliance.
7. Facilitate performance assessment process.
8. Facilitate on-going staff training.
9. Payroll and benefit processing and analysis.
10. Assess employee and organizational needs, implement training and development program
11. General staff supervision.

Products	Beginning Date	Ending Date
Staff Training and Development	Ongoing	
Employee performance reviews	Annually	
Maintain all personnel records	Ongoing	
Administer employee compensation and benefits program	As needed	
Revise Personnel Policies and Procedures Manual and Office Procedures Guide.	As needed	

ESTIMATED STAFF HOURS:	1,400
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Fund Source(s)
Transportation Development Act

Payroll Code(s)	
Project/Grant	CMA_ADMIN
Activity ID	HR
Resource Cat	OFUND
Resource Sub-Cat	GENRL

ABSTRACT

The agency acquires grant funds from a variety of sources. Grants, whether formula based or secured through a competitive process, have rigorous application, monitoring and reporting requirements.

TASKS

1. Identify capital needs.
2. Identify appropriate capital funding sources.
3. Seek grant funding opportunities to meet agency and countywide transportation needs, and monitor grant regulations for new or revised requirements.
4. Prepare grant applications, scopes of studies or pilot projects and requests for proposals.
5. Review and respond to local and regional highway and transit proposals and plans; attend regional and local advisory committee and board meetings to ensure consistency with Regional Transportation Plan (RTP) and Long Range Transit Plan (LRTP) policies.
6. Manage capital procurement and related RFPs/RFQs/IFBs. Manage contracts for capital projects.
7. Maintain and update agency resource files and/or databases for project tracking.
8. File required state and federal financial and milestone reports.
9. Track project revenues and expenses.
10. Strategically match grant funding opportunities to applicable projects.
11. Administer agency grants in accordance with sound management/financial principles to ensure compliance.
12. Submit all required reports within scheduled due dates.
13. Conduct liaison with federal, state and local funding agencies.
14. Track progress of grant funded projects to assure milestones are achieved.
15. Provide notification of funding availability; assist grant applicants in developing project proposals; participate, prioritize and adopt programs; and monitor project delivery.
16. Monitor progress in the implementation of adopted Short Range Transit Plans, Countywide Transportation Plan, and capital improvement programs.
17. Provide notification of funding availability; assist grant applicants in developing projects, proposals, and facilitate process for the FTA Sections, 5310 and 5339 competitive grants, Lifeline Transportation Program.
18. Establish agency annual goals for the participation by Disadvantage Business Enterprises (DBE).
19. Monitor requests for bids and contract solicitations to assure DBE conformity.
20. Prepare periodic reporting to state and federal agencies on DBE compliance.
21. Assure DBE goals met for outstanding contracts.
22. Work collaboratively with the County, Town and Cities, and Chamber to host an instructional DBE forum to assist local business become registered DBEs.

Products	Beginning Date	Ending Date
FTA 5307 Grant Application Process	Annual	
FTA TrAMS-web Reporting	Quarterly	On-going
State Planning, Programming, and Monitoring	Annual	On-going
FTA 5339, 5310, 5311, grants reporting and call for projects	Annual/Quarterly	On-going
One-time grant opportunities	As available	
TFCA grants, reporting and call for projects	Annual/Quarterly	Ongoing
CMA block grant call for projects	Annual	Ongoing
LCTOP reporting	Semi-Annual	Ongoing
National Transit Database	Quarterly/ Annual	Ongoing
Caltrans DBE Semi-Annual Reports	Apr and Oct	On-going
Federal Six Month DBE Reports	Dec and Jun	On-going
Contract/RFP/RFB compliance monitoring	Ongoing	On-going
DBE outreach and public information	Ongoing	On-going
DBE contract goal setting	Ongoing	On-going

ESTIMATED STAFF HOURS: 1,280

Fund Source(s)	Funding Sources (cont'd), Loans
Transportation Development Act	DOT Build America Bureau TIFIA
State Transit Assistance, State of Good Repair	Private Bank Loan(s)
Senate Bill 1	
Federal Transit Administration	
Transportation for Clean Air	
Federal Highway Administration (STP)	
Planning, Programming, and Monitoring (PPM)	
Transportation, Community, and Preservation	
Special or one-time grant funds	
Low Carbon Transit Operations Program (LCTOP)	

Payroll Code(s)	
Project/Grant	CMA_ADMIN
Activity ID	GRANTS_ADMIN
Resource Cat	OFUND; FED; STATE
Resource Sub-Cat	GENRL

ABSTRACT

As a steward of public funds, NVTAs has the fiduciary responsibility to adhere to the highest standards of financial accountability.

TASKS

1. Monitor, develop and adopt biennial budgets for submission to Board of Director’s.
2. Provide program and fiscal strategic management.
3. Prepare monthly/quarterly progress and financial reports.
4. Manage finances consistent with generally accepted standard accounting practices and prepare, review and present regular financial reports to the Board.
5. Manage accounts payable; ensure all vendors are paid regularly and consistently.
6. Manage accounts receivables; ensure invoicing is completed according to contracts and deposit revenues received timely.
7. Ensure proper cash management.
8. Forecast short and long term financial capabilities under various funding scenarios.
9. Review and update financial management policies, procedures and manuals as needed, and conduct an internal review for process re-engineering.
10. Coordinate development of line item budgets by funding source for financial monitoring
11. Process cash receipts and disbursements.
12. Assist in contract administration.
13. Provide financial analysis as necessary.

Products	Beginning Date	Ending Date
Prepare and distribute financial statements and financial reports	Quarterly	
Prepare budget in advance of Board meetings	Feb 2021	Mar 2021
Finalize budget for upcoming fiscal year	May 2021	May 2021
Administer NVTAs annual operating budget	Ongoing	
Administer day-to-day finance functions such as routing of invoice approval and accounts payable.	Ongoing	
Accounts receivable, journal entries, and other tasks.	Monthly	
Monitor and manage NVTAs’s general ledger for all funds and subdivisions.	Ongoing	

ESTIMATED STAFF HOURS: 2,290

Payroll Code(s)		Fund Source(s)
Project/Grant	CMA_ADMIN	Transportation Development Act
Activity ID	FINANCE	Federal Highway Administration
Resource Cat	OFUND	Federal Transit Administration
Resource Sub-Cat	GENRL	Local Sources
		State Sources

ABSTRACT

The Transportation Development Act (TDA) provides two (2) major sources of funding for public transportation: the Local Transportation Fund (LTF) and the State Transit Assistance fund (STA). These funds are for the development and support of public transportation needs that exist in California and are allocated to areas of each county based on population, taxable sales and transit performance. NVTA is responsible for effectively administering all aspects of the Transportation Development Act (TDA) in Napa County.

TASKS

1. Administer TDA funds in full compliance with laws and regulations.
2. Complete and submit annual reports and fiscal/compliance audits.
3. Update Transportation Development Act (TDA) claim manual as necessary.
4. Monitor proposed changes in TDA statues and regulations. Update policies governing, review, approval, and process of all TDA claims to ensure timely compliance with TDA laws.
5. Apportion TDA funds, prepare and internally-approve claims, allocate funds, and submit annual reports (Art. 3, 4, 4.5, and 8) in accordance with state regulations, MTC policies, and local claims.
6. Receive and file State Controller’s reports of transit entities (PUC Sec. 99243.5).
7. Perform Transit Needs Assessment of transit dependent groups (PUC Sec 99401.5b1).
8. Conduct unmet transit and bikeway needs public hearings and evaluate requests from the public (PUC Sec. 9238.5) pursuant to adopted policy to maximize public participation.
9. Gather and review quarterly statistics on each transit operator as part of the TDA claim approval and to monitor trends from year to year by operator and by mode.
10. Development productivity improvement program in response to performance recommendations.

Products	Beginning Date	Ending Date
State Controller’s Report	Sep 1	Jan 31
TDA Allocation instructions and application	Apr 202X	
TDA-3 Project Programming	July 1, 202X	June 30,202X
Triennial Audit Schedule FY20, FY19, FY18:	Dec 2020	April 2021
Productivity Improvement Program	Annual	Ongoing

ESTIMATED STAFF HOURS: 90

Fund Source(s)
 Transportation Development Act

Payroll Code(s)	
Project/Grant	CMA_ADMIN
Activity ID	TDA
Resource Cat	OFUND
Resource Sub-Cat	GENRL

ABSTRACT

In compliance with state and federal requirements and in adhering to the highest standards of fiduciary responsibility, the agency undergoes a variety of fiscal, compliance and performance audits.

External Audits

External auditors will annually audit NVTA's financial statements of governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards (1994). Additional audits that comply with the Single Audit Act of 1984 and Uniform Guidance (formerly OMB Circular A-133), as well as a fiscal and compliance audit of Transportation Development Act funds which has been expanded to include State of Good Repair (SGR) Funds.

TASKS

1. Submit audits to County Auditor, MTC, and State Controller, and other oversight organizations.
2. Submit annual "Reports of Financial Transactions" to State Controller.
3. Administer contract to prepare NVTA fiscal and compliance audits.
4. Contract with independent auditor and submit scheduled performance audits.
5. Submit performance audit schedule to Caltrans for future years.
6. Assess progress made in implementing triennial performance audit recommendations, especially the most recent audits for the NVTA, the Transit Authority.
7. Seek strategies to streamline the number of Performance Audits through consolidation where appropriate.
8. Complete and submit scheduled triennial performance audits and performance reviews
9. Monitor implementation of prior triennial performance audit recommendations.

Products	Beginning Date	Ending Date
Preparation of external audit	July	Dec 31
Financial auditors field work	September	Sept
Completion of external and single audit	Dec 31	
State Controller's reports		Jan 31 202X
TDA Triennial Performance Audit	Dec 2020	April 2021
Prior Performance Audits follow-up	As Needed	

ESTIMATED STAFF HOURS: 350

Fund Source(s)
 Transportation Development Act

Payroll Code(s)	
Project/Grant	CMA_ADMIN
Activity ID	AUDITS
Resource Cat	OFUND
Resource Sub-Cat	GENRL

ABSTRACT

NVTA serves as a policy body for transportation issues in Napa County. Staff supports this effort by development of draft policies. The draft polices are often an outcome of legislative or regulatory action or are generated with the interest of NVTA member jurisdictions and its funding partners. The member jurisdictions include the County Board of Supervisors and the city/town councils. Funding partners include MTC, Caltrans, and DOT. Policies are established as part of a long-term planning process but are particularly critical for operating the Vine transit system and ancillary services. Since the NVTA Board includes an elected official from each of the jurisdictions within the county, its policies and decisions directly reflect the concerns and needs of the region within the constraints of federal, state, and the MTC region. Conversely, the participation of local elected officials on the Board helps to ensure that decisions at the city and county level are informed by an understanding of federal, state, and regional considerations. Current policy considerations include:

TASKS

1. Development draft polices for board consideration.
2. Adoption of Policies
3. Implementation of Policies
4. Monitor outcome of policies

Products (Stop/Shelter Policy)	Beginning Date	Ending Date
Develop draft policy	TBD	TBD
Committee presentations (TAC/CAC/PCC)	TBD	TBD
Implement policy	TBD	
Monitor outcomes	Ongoing	

ESTIMATED STAFF HOURS:	170
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Fund Source(s)
Transportation Development Act

Payroll Code(s)	
Project/Grant	CMA_ADMIN
Activity ID	POLICY
Resource Cat	OFUND
Resource Sub-Cat	GENRL

Napa Valley Transportation Authority (NVTA) is the agency that oversees the Transportation Sales Tax Expenditure Plan. NVTA may enter into contract, enact ordinances, issue bonds, and may impose retail transactions and use tax ordinances to accomplish its goals as the “Local Transportation Authority and Improvement Act” agency.

The Napa Valley Transportation Authority (NVTA) is comprised of twelve voting members, two from each member jurisdiction, with each member having one vote (cities of American Canyon, Calistoga, Napa and St. Helena, the Town of Yountville and the County of Napa). NVTA duties include three levels of responsibility: (1) day to day operational decisions, (2) amending the Transportation Sales Tax and (3) to add/change projects to the Transportation Sales Tax Expenditure Plan.

On November 26, 2012, Napa County voters approved Measure T, the ½ cent sales tax dedicated exclusively to repairing and maintain Napa County’s local streets and roads. Measure T will upgrade, pave, and maintain our local roads, as well as fix potholes, improve sidewalks and make our roads safer for pedestrians, cars and motorists.

NVTA DUTIES, RESPONSIBILITIES and APPROVED POWERS

1. Sales Tax Authority
2. Administer Measure T Expenditure Plan

TASKS

1. Support NVTA Board, Oversight and Advisory committees. Prepare and distribute agendas, minutes, staff reports. Provide committee meeting minutes to the full board and integrate into staff recommendations.
2. Provide governing board with adequate information for decision-making and program management. Orient all new Board and Committee members.

Products	Beginning Date	Ending Date
Provide Administrative Support to ITOC	Ongoing	Ongoing
Prepare and distribute relevant documents	As needed	Ongoing
Work with Jurisdictions on MOE, project updates, and financial, compliance, or performance audits	Ongoing	Ongoing

ESTIMATED STAFF HOURS:	2,630
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Fund Source(s)
General Fund

Payroll Code(s)	
Project/Grant	CMA_ADMIN
Activity ID	MEASURE_T
Resource Cat	OFUND
Resource Sub-Cat	GENRL



NVTA is the principal agency for regional transportation planning in Napa County. In this capacity the agency undertakes a host of statutorily required planning initiatives. In addition, the agency identifies needs, scopes service design, initiates and maintains programming and identifies and secures resources for addressing the transportation related challenges faced by our jurisdictions along with regional partners.

Work Elements Included in this Section:

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Timesheet/Payroll Information: CMA Planning and Programs

Project/Grant: CMA_PLAN_PROG

Timesheet/Payroll Codes	Description
BIKE_PLAN	Bike Plan
CALTRANS_PLAN	Caltrans Planning
CBTP	Community Based Transport Plan
CENSUS	Census/Global Infosys
COA	Comp Operational Analysis
COUNTYWIDE	Countywide Plan
EXPRESS	Express Bus Study
HIGHWAY_PROG	Highway Programming
MONITORING	Subrecipient Monitoring
NAPA_FORWARD	Napa Forward
PED_PLAN	Pedestrian Plan
PPM	Plan Prog Monitoring
RHNA	Regional Housing Needs Allocation
SR29_AMCAN	SR29 American Canyon
SR29_SR221	SR29-SR221 Soscol Junction
SRTP	Short Range Transit Plan
TFCA	TFCA Admin
TRANSIT_YARD	Transit Yard Planning
TRANS_PLAN	Transportation Planning
TRAVEL_BEHAV_ST	Travel Behavior Study
VINE_TRAIL	Vine Trail

Regional Transportation Plan (RTP) - Plan Bay Area 2050

Regional Transportation Planning entails county-level participation to develop and contribute to the RTP, which is long-range (usually a 25-year planning horizon), comprehensive and financially constrained, air quality conformed and updated every four years. It must include a Sustainable Communities Strategy (SCS), be responsive to air quality issues and provide for adequate citizen participation in its development. The Metropolitan Transportation Commission (MTC) adopted Plan Bay Area 2040 in 2017, and NVTAs were actively involved in the development of that plan. MTC updates this long-range plan every four years. In 2019, MTC began work on the next plan, Plan Bay Area 2050, and issued a call for regionally-significant projects. In response, NVTAs coordinated and submitted regionally-significant projects to MTC for review.

As of December 2020, Plan Bay Area 2050 now has a Final Blueprint that seeks to bring affordability and accessibility to regional housing and transportation as well as job-creation to boost the regional economy and increased investments in environment. This plan is in part a response to the California Air Resources Board greenhouse gas emission reduction of 19%. MTC and the Association of Bay Area Governments (ABAG) will adopt the Plan Bay Area 2050 in 2021.

The RTP, long-range planning effort grew out of the California Sustainable Communities and Climate Protection Act of 2008 (California Senate Bill 375, Steinberg), which requires each of the state’s 18 metropolitan areas – including the Bay Area – to reduce greenhouse gas emissions from cars and light trucks. Plan Bay Area 2040 is a limited and focused update of the region’s previous integrated transportation and land use plan, Plan Bay Area, adopted in 2013.

Regional Transportation Planning

1. Assist in implementing the regional vision through establishing countywide priorities for proposals of projects for MTC's RTP.
2. Partner with regional agencies to implement “Plan Bay Area 2050” and other long-range plans.
3. Assist in the development and implementation of regional, countywide and local actions to address the goals and targets established in SB 375 and AB 32, in coordination with MTC and ABAG.
4. Develop and maintain prioritized countywide project lists.
5. Oversee administration of the One Bay Area Grant 1 (OBAG) and 2 Programs.
6. Update the Priority Development Area (PDA) Investment and Growth Strategy and assist local jurisdictions in PDA planning efforts

Products	Beginning Date	Ending Date
Administer OBAG1 Program	Ongoing	
Administer OBAG 2 Program	Ongoing	
Update PDA Investment and Growth Strategy	Periodically	

Fund Source(s)
Surface Transportation Program
Federal Highway Administration
Congestion Management Air Quality

ESTIMATED STAFF HOURS:	310
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Regional Transportation Improvement Program (RTIP)

NVTA is responsible for preparing, adopting and submitting a RTIP to the Metropolitan Transportation Commission for consideration and adoption by the California Transportation Commission (CTC) every odd year. The RTIP identifies the region’s transportation programming recommendations for the State Transportation Improvement Program (STIP) that is adopted by the CTC for the five (5) fiscal year period beginning July 1st of every even year. NVTA’s most recent RTIP was adopted in 2019.

As part of the management of the RTIP, NVTA may need to make programming amendments to the RTIP and the STIP. These amendments will need to be reviewed with the public prior to adoption by the Board. Amendments to the RTIP will be done in consultation with the cities, town, county, Caltrans, and the public through the NVTA Technical Advisory Committee. Providing noticed public meetings of the advisory committees and NVTA Board will also provide opportunity for public participation.

In addition, NVTA will develop the next RTP in consultation with the cities, town, county, Caltrans, the public, and the NVTA Transportation Advisory Committee (TAC). Public noticed meetings of the advisory committee and NVTA Board will also provide public participation opportunities throughout the planning process. Projects identified in the 2018 RTIP will be consistent with Plan Bay Area 2040 and 2017 Federal Transportation Improvement Program.

TASKS

1. Work with Caltrans District IV, MTC, CTC, and member jurisdictions on the current RTIP and amendments.
2. Ensure consistency between RTIP, FTIP, and RTP.
3. Work with TAC, Caltrans, MTC, and Board of Directors on development of 2018 RTIP list of projects.

Products	Beginning Date	Ending Date
Amend and monitor the 2020 RTIP and projects	As needed	

Fund Source(s)	Payroll Code(s)	
Surface Transportation Program	Project/Grant	CMA_PLAN_PRGMS
Federal Highway Administration	Activity ID	HIGHWAY_PROG
Congestion Management Air Quality	Resource Cat	OFUND
	Resource Sub-Cat	GENRL

Transportation Improvement Plan (TIP)

The TIP is a four-year multi-modal program of transportation projects that is consistent with the statewide transportation plan and planning processes, the metropolitan plans, and the Federal Transportation Improvement Programs (TIP). For the Bay Area, the Metropolitan Transportation Commission is the responsible agency for developing the TIP. It contains all federally funded projects and projects that are deemed regionally significant. The MTC TIP is submitted to Caltrans, the Federal Transit Administration, and the Federal Highway Administration and forms a part of the Federal State Transportation Improvement Program (FSTIP).

NVTA also ensures that the general public has full opportunity to participate in the regional planning process, through hearings, meetings and project-specific outreach activities. NVTA conducts a continuous, cooperative, coordinated, and comprehensive planning process with the general public, member agencies, MTC, Caltrans, and affected parties. A key dimension of this is to meet the requirements of MTC's public participation plan. In addition, NVTA evaluates local project planning documents for system-wide implications, including future traffic levels and alternatives for potential cost savings for integration into the RTP.

Surface Transportation Improvement Plan

The STIP is a multi-year capital improvement program of transportation projects on and off the State Highway System, funded with revenues from the Transportation Investment Fund and other funding sources. STIP programming generally occurs every two years. The programming cycle begins with the release of a proposed fund estimate in July of odd-numbered years, followed by California Transportation Commission (CTC) adoption of the fund estimate in August (odd years). The fund estimate serves to identify the amount of new funds available for the programming of transportation projects. Once the fund estimate is adopted, Caltrans and the regional planning agencies prepare transportation improvement plans for submittal by December 15th (odd years). Caltrans prepare the Interregional Transportation Improvement Plan (ITIP) and regional agencies prepare Regional Transportation Improvement Plans (RTIPs). Public hearings are held in January (even years) in both northern and southern California. The STIP is adopted by the CTC by April (even years).

TASKS

Transportation Improvement Plan

1. Submit necessary amendments to the 2020 TIP through a public hearing process; manage and file TIP amendments as necessary.
2. Assure projects are fiscally constrained and reflect accurate cost information to reflect the latest available information and include an estimate of the total project costs.
3. Monitor programmed project progress, review schedules and monitor costs; participate in interagency meetings to facilitate project delivery; reprogram funding, if necessary.
4. Prepare status of projects report for NVTA board review.

State Transportation Improvement Program

1. Work with the Metropolitan Transportation Commission (MTC), as appropriate, to nominate projects for inclusion or exclusion in the STIP.
2. Once projects are programmed, begin the project implementation process to insure timely use of funds.

Products	Beginning Date	Ending Date
Continue to Monitor RTP Projects in the TIP	Ongoing	
Administer the local 2020 STIP process through the RTIP call for projects.	May 2020	

Fund Source(s)
Transportation Development Act
Surface Transportation Program
Congestion Management Air Quality
Federal Highway Administration

Payroll Code(s)	
Project/Grant	CMA_PLAN_PRGMS
Activity ID	HIGHWAY_PROG
Resource Cat	OFUND
Resource Sub-Cat	GENRL

Surface Transportation Program

Approximately every six years, the U.S. Congress adopts a surface transportation act - Congress's authorization to spend tax dollars on highways, streets, roads, transit and other transportation related projects. The majority of Surface Transportation Authorization Act funding flows to the states, and in California these funds are administered by Caltrans. However, Caltrans assigns a significant portion of two of the programs, the Surface Transportation Program (STP) and the Congestion Mitigation & Air Quality Improvement Program (CMAQ) to the Metropolitan Transportation Commission (MTC), and other regional planning agencies to be used at their own discretion, subject to federal regulations. MTC develops and administers its own funding programs using STP and CMAQ funds to target Bay Area transportation needs according to the priorities of our Regional Transportation Plan.

Adoption of the legislation and its related funding programs and apportionments triggers a re-evaluation and realignment and prioritization of local projects programmed for our jurisdiction.

TASKS

1. Evaluate implications of new legislation.
2. Collaborate with local jurisdictions to identify and prioritize projects.
3. Update TIP and related plans and documents.
4. Administer STP and CMAQ call for projects under OBAG.

Products	Beginning Date	Ending Date
Update TIP and related plans and documents	Ongoing	
Monitor the OBAG 2 projects and assist local jurisdictions in meeting project delivery deadlines	Ongoing	

Fund Source(s)
Surface Transportation Program
Federal Highway Administration
Congestion Management Air Quality

Payroll Code(s)	
Project/Grant	CMA_PLAN_PRGMS
Activity ID	HIGHWAY_PROG
Resource Cat	OFUND
Resource Sub-Cat	GENRL

NVTA conducts specific planning and programming activities to identify and prioritize transportation projects throughout Napa County and to assist the MTC in meeting the requirements of federal legislation and related State and regional planning and programming policies and guidelines. This includes coordination of local interests and ongoing participation in the regional Partnership.

The Countywide Strategic Transportation Plan (CTP) contains specific policies, strategies and improvements to reduce traffic congestion and improve the performance of countywide multi-modal transportation systems. Examples of strategies include increased emphasis on public transportation and rideshare programs, mitigating the impacts of new development, and better coordinating land use and transportation planning decisions. NVTA maintains this program in an effort to improve air quality and maximize the use of existing transportation systems.

TASKS

1. Maintain and update the Countywide Strategic Transportation Plan – “Advancing Mobility 2045.”
2. Conduct special studies and/or plans such as a Local Freight Study, Corridor Management Plan, etc.
3. Conduct multi-modal studies of travel behavior.
4. Coordinate with ABAG, MTC, and other jurisdictions on regional ridesharing and alternative transportation efforts.
5. Coordinate with local and regional air districts on alternative transportation programs
6. Develop and maintain Countywide prioritized project list consistent with the region's goals, including reduction in vehicle miles traveled (VMT) and greenhouse gases (GHGs), including multi-modal priorities, as input to the RTP/SCS, Transportation Improvement Program, Regional Transportation Improvement Program/State Transportation Improvement Program, and sales tax expenditure plans. Solicit input from the full range of transportation stakeholders, including local jurisdictions, transit operators and users, bicycle and pedestrian interests, and community organizations and members.
7. Provide marketing and support of alternative transportation programs throughout Napa County.
8. Play an active role in planning and programming State and federal funds.
9. In cooperation with local jurisdictions, monitor traffic counts, levels of service, land use impacts, mitigation measures, transportation demand management activities, and capital improvements to evaluate their impact on congestion.
10. Develop the update of planning documents with input from local agencies. Incorporate new data collected and revise as appropriate. Evaluate potential new performance measures
11. Develop fund estimates.
12. Identify issues and develop policies to address challenges.
13. Maintain and update the Napa-Solano Travel Demand Model.
14. Assess traffic count data, implementation of amended CEQA review process, and adopted TDM programs.
15. Review, comment on, and approve transportation models used by local jurisdictions for traffic analyses.

- 16. As needed, provide model-based analysis of proposed transportation system projects.
- 17. Attend MTC committee meetings including Transit Finance Working Group, Programming Development Working Group, Regional Advisory Working Group, and Partnership Technical Advisory Committee meetings.

Products	Beginning Date	Ending Date
Development of "Advancing Mobility 2045" CTP	Ongoing	April 2021
Staff report with recommendations	Ongoing	
Maintenance update to the Napa Solano Travel Demand Model	Ongoing	
Participate in Hwy 37 Discussions with North Bay Group	Current	Ongoing
Conduct Special Transportation Studies or Plans	Ongoing	
Countywide Pedestrian Master Plan	Pending	Pending

ESTIMATED STAFF HOURS: 520

Fund Source(s)
Transportation Development Act
Federal Transportation Administration
Federal Highway Administration- State Transportation Program



Payroll Code(s)	
Project/Grant	CMA_PLAN_PRGMS
Activity ID	COUNTYWIDE; CBTP
Resource Cat	OFUND; FED
Resource Sub-Cat	GENRL

ABSTRACT

NVTA is responsible for the provision of fixed route, paratransit and specialized transit services within Napa County. Studies of the current system will be used to conduct an analysis of the system and recommend feasible route and schedule changes to improve service levels.

TASKS

1. Identify areas not currently served by public transit where the public has expressed a desire to have access to this service.
2. Identify areas served by the current transit system that are underutilized. As well, consider extending routes to enhance the transit services.
3. Analysis should include a review of (1) planned development (housing, schools and commercial/retail) for future demand; (2) travel times; (3) employment centers or annual/seasonal events that depend upon public transit; and (4) driver scheduling.
4. Conduct ridership surveys to capture boarding's and alighting's, and passenger opinions (routing, scheduling, ITS improvements, ride experience, bus stop amenities, fares, convenience, etc.).
5. Seek input from community groups and organizations whose clients may be transit dependent.
6. Identify service reductions due to the COVID-19 pandemic.

Project studies may include but are not limited to:

- Express Bus Study Update
- Peak Load and Capacity/growth estimates
- Shelter priority list
- Emergency and Safety Plan
- Short Range Transit Plan updates
- Computer Aided Dispatch/Automatic Vehicle Locator RFP

Products	Beginning Date	Ending Date
Conduct Ridership Surveys	Ongoing	

ESTIMATED STAFF HOURS: 1,250

Fund Source(s)	Payroll Code(s)	
Transportation Development Act	Project/Grant	CMA_PLAN_PRGMS
Federal Highway Administration	Activity ID	COUNTYWIDE; CBTP
Special one-time grants	Resource Cat	OFUND; FED
	Resource Sub-Cat	GENRL

ABSTRACT

Bicycle and pedestrian planning is increasing in saliency not only because of improved funding capacity through various Federal and State programs, but also as a result of the COVID-19 pandemic as residents seek alternative fitness outlets due to the shelter-in-place and closures and limited capacities of fitness facilities. There is renewed State emphasis on funding bicycle and pedestrian facilities through the Active Transportation Program (ATP) which consolidated the Federal Transportation Alternatives Program (TAP), State Bicycle Transportation Account (BTA), Federal Safe Routes to School (SRTS), and State Safe Routes to School (SR2S) into one program. Local agencies are encouraged to update their individually adopted bicycle plans to remain eligible for bicycle and pedestrian grant funding opportunities.

In September 2008, the Governor signed into law AB 1358, the California Complete Streets Act of 2008. This new mandate requires local agencies to plan for a balanced, multimodal transportation network that meets the needs of all users of streets, roads, and highways upon any substantive revision of the circulation elements of the general plan. In addition to assisting in the reduction of greenhouse gas emissions pursuant to the requirements of AB 32, the complete streets program is intended to make the most efficient use of urban land and transportation infrastructure, and improve public health by encouraging physical activity through the planning and construction of additional bicycle and pedestrian facilities transportation demand management and air quality.

NVTA is committed to VMT reduction by increasing active transportation mode share throughout Napa County. NVTA’s most recent Bike Plan was published in September 2019.

TASKS

1. Serve as the regional active transportation coordinator for Napa County.
2. Create, maintain and facilitate the development of a comprehensive, safe and interconnected surface transportation system (roadway, bikeway, trail and pedestrian system).
3. Develop finance strategies and identify priority transportation projects for ATP funding.
4. Improve pedestrian and bicycle safety around schools and senior facilities and transit by coordinating through safe routes programming.
5. Identify best practices for all modes and disseminate information to member agencies.

Products	Beginning Date	Ending Date
Update Countywide Pedestrian Master Plan	July 2021	
Conduct planning activities (including corridor studies, and other bicycle and pedestrian planning studies) to identify and develop candidate projects for future Transportation Improvement Programs.	Ongoing	
Provide input to Caltrans and local jurisdictions on bike and pedestrian plans and projects: review for consistency with local jurisdictions and State Complete Streets requirements, recommend changes if inconsistent, require changes/ collaborate on changes if projects are to be funded with regional funds, consistent with projects listed in Information Elements; attend technical meetings to	Ongoing	

ensure consistency during project development and across regional boundaries. Examples of plans/projects to comment on: Circulation elements, bike plans, Napa Vine trail, etc.	
Work with Caltrans, Amtrak, and applicable jurisdictions to promote bicycle accommodations on trains and at stations.	Ongoing
Send announcements to local jurisdictions and agencies on the availability of grants: Active Transportation, Transportation Alternatives.	Ongoing

Products	Beginning Date	Ending Date
Coordinate and participate with bicycle and pedestrian advisory groups.	Ongoing	
Maintain and update inventory of bike routes, bike facilities/pathways, including data on pedestrian, and bike access to transit, and bikeway conditions around schools, transit and senior facilities.	Ongoing	

ESTIMATED STAFF HOURS: 900

Fund Source(s)
Surface Transportation Program
General Funds
Transportation Development Act

Payroll Code(s)	
Project/Grant	CMA_PLAN_PRGMS
Activity ID	PED_PLAN
Resource Cat	OFUND; FED
Resource Sub-Cat	GENRL

ABSTRACT

NVTA’s Vine bus system has purchased undeveloped property to construct a new operations and maintenance facility. At current growth trends, NVTA’s revenue fleet is expected to grow from 80 to 100 vehicles in the next 20 years, and the space deficiency for bus parking and operations will soon affect NVTA’s ability to adequately maintain and operate its fleet. In addition to space deficiency for fleet parking and operations is will soon affect NVTA’s ability to adequately maintain and operate its fleet. The two parcels were purchased in September 2016 and has completed the environmental process. Kimley-Horn, the Architectural and Engineering (A&E) consultants was hired to complete the design plans, and the Invitation for Bid (IFB) will be posted in February 2021. The Maintenance Facility is expected to be in service in the Winter of 2023.

The proposed design includes a quality 31,504 sq. ft. facility to be built with LEED principles with at least a 40 year design life. It will also include six service bays, a chassis wash, a paint and body bay, a modern bus wash, driver training center with meeting space, ample parking for transit vehicles (up to 90 buses), ample parking for employees and visitors, battery storage, EV charging stations, and a 141kW photovoltaic power generation system. In addition, the facility will also include a new Transit Emergency Operations Center, which includes backup power for essential services for 72 hours. This is essential given the recent evacuations performed by the Vine bus fleet during the fires of 2017 and 2020. The Vine bus fleet is also actively participates in COVID-19 relief services such as food and laundry transport for essential workers and food banks.

The funding plan for this project leverages the cooperation and financial assistance of multiple agencies at federal, regional, state and local levels. NVTA is in the process of obtaining a Transportation Infrastructure Finance and Innovation Act (TIFIA) loan through which NVTA qualifies for additional beneficial loan terms under the Rural Project Initiative program. Because there is continued legal challenges with Regional Measure 3 funding, NVTA is also in the process of obtaining private loan gap-funding until the California Supreme Court rules on the case.

TASKS

1. Obtain TIFIA Loan through the Build America Bureau. .
2. Obtain private bank loan.
3. Secure FTA-FHWA Flex approval
4. Approve Construction Company and begin construction.

Products	Beginning Date	Ending Date
Finalize Financing and Funding Plan		Feb 2021
Contract with financial and legal consultants for TIFIA	2018	August 2020
Construction Bid IFB	March 2021	March 2021
Construction	Summer 2021	Winter 2022
In-Service/Occupancy	Winter 2022	

ESTIMATED STAFF HOURS: 1,440

Fund Source(s)
Transportation Development Act
Federal Transit Administration
U.S. Department of Transportation, Build America Bureau (TIFIA)
STA State of Good Repair
SB1 LPP
Private Financing

Payroll Code(s)	
Project/Grant	CMA_PLAN_PRGMS, CMA_Admin
Activity ID	TRANSIT_YARD, FINANCE
Resource Cat	OFUND; FED
Resource Sub-Cat	GENRL



ABSTRACT

Monitor performance and compliance of NVT A grant funded programs administered by subrecipients. Continuous monitoring of all State and Federal programming documents is necessary to ensure that all projects can move smoothly towards implementation. Staff will work with project sponsors or other appropriate agencies to make certain these documents to reflect the most current information and that no funding is lost.

TASKS

1. Prepare subrecipient funding agreements.
2. Review and approve as needed subrecipient invoices and quarterly reports.
3. Monitor subrecipient compliance with federal requirements.
4. Submit reports as required.
5. Conduct program and compliance audits.

Products	Beginning Date	Ending Date
Tasks 1-5	Ongoing	

ESTIMATED STAFF HOURS: 340

Fund Source(s)
Transportation Development Act
Safe Routes to Schools grant (Federal)
Special grant funds

Payroll Code(s)	
Project/Grant	CMA_PLAN_PRGMS
Activity ID	SRTS
Resource Cat	OFUND; FED
Resource Sub-Cat	GENRL



The multi-phase, multi-year project would consist of a bike and pedestrian use trail that will eventually traverse the County from Calistoga in the north to the San Francisco Ferry Terminal in Vallejo at its southern terminus. The multi-use trail would provide access to bucolic winery and river views and add an important recreational amenity for residents and visitors.

St. Helena to Calistoga segment

Completion of the project initiation documents (PID) on the Calistoga to St. Helena segment. This segment will construct an additional 9.4 miles of Class I bicycle and pedestrian facility in the Napa Valley. The portion of the trail that will be constructed will be within Napa County from Pratt Ave in St. Helena to Lincoln Ave. in Calistoga, along the State Route 29 corridor.

TASKS

1. Manage Vine Trail St. Helena to Calistoga segment construction project and closeout.
2. Support efforts for St. Helena to Calistoga segment.
3. Support efforts for other segments of Vine Trail.
4. Coordinate and meet with Vine Trail Coalition, member jurisdictions, TAC, and other stakeholders..
5. Create and submit expenditure reimbursement requests for funding agencies.
4. Monitor contractor performance and DBE compliance.
5. Identify new funding sources.

Products	Ending Date
Approve CEQA Mitigated Negative Declaration of St. Helena to Calistoga segment	August 2020
Complete Technical Studies	
Complete Cultural and Tribal Consultations	
Construction Progress reports	Ongoing
Stakeholder meetings	Ongoing
Site scoping for other segments	Ongoing

ESTIMATED STAFF HOURS: 1,070

Fund Source(s)
County of Napa
TFCA
TDA-3
ATP
OBAG 2
Bay Area
City of Calistoga, St. Helena
Vine Trail Coalition

Payroll Code(s)	
Project/Grant	CMA_PLAN_PRGMS
Activity ID	VINE_TRAIL
Resource Cat	OFUND
Resource Sub-Cat	GENRL

Census and Geographical Information System

Acting in its capacity as a planning organization, the agency is called upon to maintain, update and disseminate statistical data and information.

TASKS

1. Provide Census data and related support to staff, member jurisdictions, news media, and the general public.
2. Compile, analyze and disseminate socioeconomic and demographic data from US Census and other data, including: Census American Community Survey (ACS) products, Regional Profile(s), Census reports, State Department of Finance (DOF) population estimates and projections and other available data to the public and other agencies as necessary.
3. Work with local agencies to implement a comprehensive program for the analysis, geo-coding, and incorporation of data available from the US Census, including the latest multi-year American Community Survey (ACS) data series release, and the final address match list data for the 2010 Census to improve local and regional planning efforts, including the Regional Traffic Model, Regional Transportation Plan and local General Plans.
4. Data research and analysis for draft plans, studies, and projects.

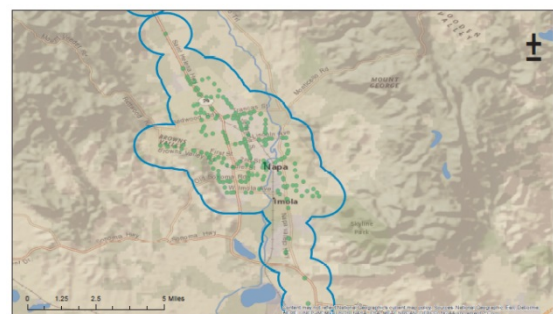
Products	Beginning Date	Ending Date
Tasks 1-6 above	As needed/ on-going	

ESTIMATED STAFF HOURS: 20

Fund Source(s)
Transportation Development Act

Payroll Code(s)	
Project/Grant	CMA_PLAN_PRGMS
Activity ID	CENSUS
Resource Cat	OFUND
Resource Sub-Cat	GENRL

ADA Boundary - Napa



Geographical Information System (GIS) Development

ABSTRACT

This sub-program aims establish and improve integration of various data and information related to Napa County planning and transit. The purpose of GIS is to provide comprehensive information and visualization tools to members of the community and policy makers in order to gain a better understanding of County’s transportation characteristics, issues and challenges. Enhancing mapping capabilities will significantly improve agency decision tools and enhance agency communications and public outreach capabilities. This new capability will also foster data sharing opportunities with other public agencies throughout the region, state, and country and maximize data capabilities while improving agency efficiencies. The means to accomplish this objective include: coordinating development and sharing of planning data and information within and throughout the region, state, nation and integrating GIS applications with data and other modeling tools, and generating useful GIS automation for mapping and analysis.

Products	Beginning Date	Ending Date
Input into draft plans, studies, and projects	Ongoing	
Document outreach meetings and outreach efforts	Ongoing	
Develop consensus regional growth estimates and forecasts	Ongoing	
Develop data models based upon population growth, employment, transit usage	Ongoing	
Collaborate with MPO’s/state agencies to improve forecasting data sources, methodology, assumptions, and general approach	Ongoing	

Fund Source(s)
Transportation Development Act

Payroll Code(s)	
Project/Grant	CMA_PLAN_PRGMS
Activity ID	MODELING
Resource Cat	OFUND
Resource Sub-Cat	GENRL

ABSTRACT

NVTA annually allocates funds generated under AB 434. The funding is generated from a \$4 vehicle license fee imposed by the Bay Area Air Quality Management District (BAAQMD) and is known as Transportation Fund for Clean Air (TFCA). 40% of these funds are returned to the NVTA for distribution to local projects. TFCA funds are awarded to projects that achieve emission reductions from motor vehicles. NVTA is the Program Manager for this portion of funding.

NVTA coordinates with the County and its jurisdictions on transportation-related air quality planning, analysis, documentation and policy implementation conducted on a local and regional level. Agency staff facilitates interagency consultation, holds annual call-for-projects on the TFCA Program and provides support to local project sponsors in submitting timely and cost-effective projects to the Air District.

TASKS

1. Administer program in accordance with sound management/financial principles and in compliance with Air District regulations and provisions.
2. Review participant’s project information forms, cost effectiveness sheets, and reporting forms.
2. Submit all required reports within scheduled due dates.
3. Develop, adopt, submit, and adhere to policies, procedures, budgets, and audits.
4. Submit eligible projects by due dates provided by BAAQMD.
5. Encumber and expend funds within two years of receipt of funds.
6. Review and evaluate TFCA programs for effectiveness and planning purposes.
7. Develop and adopt local criteria for the expenditure of TFCA funds.
8. Hold one or more public meetings each year for the purpose of adopting criteria for expenditure of the funds and to review expenditure of revenues received.
9. Attend/Participate in Air District TFCA Program Manager Workshops.
10. Program eligible projects by due dates provided by BAAQMD.

Products	Beginning Date	Ending Date
Attend TFCA Program Manager Workshops	Ongoing	
Submit claim forms for reimbursement of expenses	Ongoing	
NVTA Board Approval Projects		July
Submit semi-annual and annual report(s)		May/October
Project allocation list due to BAAQMD		November
NVTA Board approval of FY Expenditure Plan		February
Biennial Audits	Spring	

ESTIMATED STAFF HOURS: 200

Fund Source(s)
 Transportation for Clean Air

Payroll Code(s)	
Project/Grant	CMA_PLAN_PRGMS
Activity ID	TFCA
Resource Cat	OFUND
Resource Sub-Cat	GENRL

The SR37 Policy Committee seeks to obtain funding to address sea level rise and congestion issues that plague the current corridor. Collectively, all four (4) North Bay County Transportation Authorities, Caltrans and the Metropolitan Transportation Commission (MTC) are working together on planning, environmental and design activities on the corridor.

TASKS

1. Improve SR37 between I-80 in Solano County to address sea level rise and reduce congestion.
2. Collaborate on SR37 Project Leadership Team
3. Collaborate on SR37 Executive Steering Committee
4. Collaborate on SR37 Policy Committee
5. Collaborate with MTC on a Comprehensive Multimodal Corridor Plan (CMCP) and Environmental Document
6. Work on the Segment B Environmental and Design
7. Work on Corridor Planning and Environmental Linkages (PEL) document
8. Seek legislation for tolling on the corridor

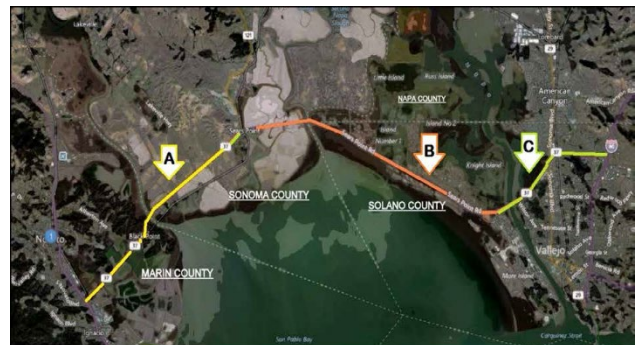


Products	Beginning Date	Ending Date
Attend SR37 Policy Committee Meetings	Quarterly	
SR37 CMCP	Monthly	
SR37 Corridor Financial Opportunities Analysis		
SR 37 Interim Segment B Environmental Document		
SR37 Corridor Planning and Environmental Linkages (PEL)		
SR37 Legislation		

ESTIMATED STAFF HOURS: 350

Payroll Code(s)	
Project/Grant	CMA_PLAN_PRGMS
Activity ID	
Resource Cat	OFUND
Resource Sub-Cat	GENRL

Fund Source(s)



The purpose of the Soscol Junction Project is to alleviate congestion and improve traffic operations at the Soscol Junction (SR 29/221/Soscol Ferry Road) Intersection. The signalized intersection of SR 221 and SR 29 is currently experiencing traffic congestion during am and pm daily peak periods and is operating at or near capacity. Traffic projections indicate that peak hour traffic volumes would increase by 29% and 32% on SR 29 and SR 221, respectively, by the year 2039. These projected traffic volumes would be significantly higher than the capacity of this intersection. The project is anticipated to reduce peak hour queue times by 90% by removing the traffic signal and replacing it with a north-south free flowing overpass on SR 29 and double roundabouts underneath SR29 to allow for continuous movement of vehicles. The two roundabouts will be located on SR221 north of SR29 and Soscol Ferry Rd south of SR29. The roundabouts will accommodate turning movements on and off the highways. Vine Transit regional routes that connect to Vallejo Ferry, El Cerrito Del Norte BART and Amtrak/Capitol Corridor in Suisun City all use this intersection and the improvements will save an average of 2.6 hours in daily running times.

The project will also include a class I shared-use path around the intersection to accommodate bicycles and pedestrians. These actions will also reduce head-on collisions by 90%, reduce all collisions types by 66%, and reduce CO2 emissions. The class I path will connect to a class II facility on Devlin Road, south of the intersection, and eventually align with the planned Vine Trail class I facility to be constructed adjacent to Devlin Road.

In December 2020, NVTA was awarded \$25 million under the competitive SB 1 Solutions for Congested Corridor (SCC) grant by the California Transportation Commission (CTC). This award completes the project funding plan, totaling \$64 million. It is anticipated that the project design will be fully completed by summer 2021 and construction will commence in summer 2022.

Project Status – The environmental document was certified in February 2020; the project is currently in design at 65% plans complete with anticipated 100% design by spring 2021. The agency is currently working on PS&E which is scheduled to be completed in spring 2021. The project is on schedule to start construction in summer 2022.

NVTA is coordinating efforts with the County of Napa to accelerate improvements at Soscol Ferry and Devlin Roads so that this intersection can be delivered by Caltrans on a similar timeline as Soscol Junction (SR 29/SR 221).

TASKS

1. Project coordination and collaboration with Caltrans.
2. Administer design consultant contract.
3. Submit all required grant reports within scheduled due dates.
4. Develop, adopt, submit, and adhere to policies.

Products	Beginning Date	Ending Date
Provide project oversight. Staff will provide oversight as the grant recipient and participate in the project development team.	Ongoing	
Design Phase	April 2019	Summer 2021
Construction Phase	Summer 2022	Fall 2023

ESTIMATED STAFF HOURS: 740

Payroll Code(s)	
Project/Grant	CMA_PLAN_PRGMS
Activity ID	SR29_SR221
Resource Cat	OFUND
Resource Sub-Cat	GENRL

Fund Source(s)
STIP
Local Developer
SB1 SCC
LPP Formula



As a major rural highway, SR 29 provides circulation between the cities of American Canyon, Napa, St. Helena, Calistoga and the Town of Yountville. It also provides access to Oakville and Rutherford which are noteworthy destinations within Napa Valley's renowned Wine Country. SR 29 also serves as a major east/west corridor for the four North Bay counties. The SR 29 projects will provide congestion relief, economic growth, multimodal operational and safety improvements to the stretch of SR 29 between American Canyon Road to the south and SR 12 (Carneros Highway) to the north.

Improvements include:

Soscol Junction – SR 29/SR221/Soscol Ferry Road Intersection and operational improvements at SR 29/SR 221/ Soscol Ferry Road to include removal of the traffic signal and construction of a grade separated SR 29 which will provide free flow north-south movement on SR 29 via elevated structure; SR 221 will remain at-grade; two roundabouts will accommodate turning movements north and south of SR 29 at SR 221 and Soscol Ferry Road. The project will also improve bicycle and pedestrian movements at this intersection by providing 1,200 linear feet of class I facilities around the intersection.

Carneros – SR 29/SR121/SR12 Channelization of north SR 29 free-flow through movement; traffic turning left from SR 12 onto SR 29 merges via slip lane; free right hand turn from south SR 29 onto westbound SR 121.

Project Status – preliminary design work has been completed; next step is to move into Caltrans PEER process

Airport – SR 29/SR12/Jameson & Airport Blvd Phase I

Intersection improvements include lengthening of northbound and southbound left-hand turn lanes on SR 29; additional queue lane on southbound SR 29 (HOV peak period queue jumps); free right hand turn lanes from Airport to southbound SR 29, from SR 12 onto northbound SR 29, from SR 29 to eastbound SR 12-Jamieson; and from south SR 29 onto Airport Blvd. Signal improvements and connectivity between the signal at Airport SR29/SR12 and the SR 12/Kelly Road Signal.

Project Status – preliminary design work to qualify for Caltrans PEER review process

Airport – SR 29/SR 12/Jameson & Airport Blvd Phase II

The intersection of SR 29 & Airport Blvd/SR 12 would be transformed from an at-grade signalized intersection into a grade-separate roundabout interchange. It is still to be determined if SR 29 would be improved to either an overcrossing structure or depressed (sunk into the ground) design. The Airport Boulevard / SR 12 roadway would become a double roundabout "dogbone" with a single westbound lane and two eastbound lanes. Roundabouts are also proposed at Airport Boulevard & Devlin Road, and SR 29 & North/South Kelly Road.

Project Status – need to complete preliminary design work and environmental document

American Canyon Multimodal and Operational Improvements

Project would include transit, bicycle and pedestrian infrastructure on SR 29 from Napa Junction Road to American Canyon Road. Work to include signal operational improvements and adaptive technology, possible intersection operational improvements (roundabouts) removal of traffic signals, queue jumps, auxiliary lanes, etc; street beautification and pedestrian refuge; signage and wayfinding improvements. Project Status – CMCP completed on the corridor in May 2020 and Project Initiation Documents (PID) work to be completed by spring 2021.

Napa Forward

In coordination with the Metropolitan Transportation Commission (MTC) and Caltrans, make improvements on SR 29/Madison, SR 29/Oakville, and SR 29/Rutherford. The projects include removing signals and identifying approaches to make multimodal safety improvements, reduce speeds, and improve turning operations.

TASKS

1. Coordinate with Caltrans and partnering agencies to improve SR 29 corridor operations and safety, and implement complete street improvements at major highway intersections throughout Napa Valley.
2. Improve corridor aesthetics to conform to Napa County’s design context, including landscaping and roadway improvements.
3. Enhance safety and implement complete street improvements.
4. Coordinate with Caltrans on State Highway Operations and Protection Program maintenance priorities and litter control.
5. Promote private sector involvement and encourage involvement in programs designed to encourage private participation in the beautification of the highway.
6. Seek state and federal funding and develop other techniques to finance improvements.

Products	Ending Date
Project oversight. Staff will provide oversight as the grant recipient and participate in the project development team.	Ongoing
Multimodal Project SR29/American Canyon – PID phase	October 2021
Coordinate with Caltrans and MTC on Napa Forward improvements	Ongoing
SR 29/SR 12 Sonoma Highway – PS&E	

ESTIMATED STAFF HOURS:	685
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Payroll Code(s)	
Project/Grant	CMA_PLAN_PRGMS
Activity ID	SR29_AMCAN
Resource Cat	OFUND
Resource Sub-Cat	GENRL

Both the natural geography and desire to preserve agricultural lands has allowed Napa County to retain its mostly rural character and limit expanding its transportation highway infrastructure. At the same time, growth in the southern portion of the county and the county’s expanding tourist economy have contributed to traffic congestion on the County’s roadway system. While an expanded roadway is cost prohibitive given funding constraints, it is also not desired in many parts of the county. A large portion of our community either cannot drive (youth, some disabled and elderly, and low-income populations) or choose not to drive. These two factors create additional opportunities to encourage non-auto use and provide additional resources for individuals that cannot drive.

Travel Demand primarily focuses on encouraging individuals to switch from single occupancy auto mode to another mode. In that endeavor, NVTA partners with other organizations to disseminate information about other modes such as transit and van pools. Internally, NVTA has employed demand management by expanding the Vine and creating promotional opportunities to encourage greater transit ridership. NVTA rebranded the Solano/Napa Commuter Information (SNCI) to V-Commute, to encourage alternative commuter options such as transit, vanpools, carpools, biking and walking. Likewise, NVTA works with its partnering jurisdictions and a number of Napa Valley’s non-profit organizations to encourage alternative forms of transportation.

Travel demand may also involve employing certain technologies to improve system operations. This could include corridor management which employs signal timing, traffic alerts, changeable message signs, metering and other techniques that improve traffic flow or minimize congestion.

Mobility Management programs are intended to improve mobility for members of the community that cannot drive by pairing an individual with the right solution. NVTA partners with its jurisdictions and a number of non-profit organizations to provide a number of mobility options including fixed route transit, paratransit, shared vehicle program and subsidized taxi scrip.

Combined, NVTA’s travel demand programs:

- Facilitate the transportation choices for travelers and commuters
- Encourage mode shift from auto to other modes
- Improve system operations (through alternative modes)
- Enhance emergency response by public safety officials
- Support investment decisions

Work Elements Included in this Section:

	<u>Work Element</u>	<u>Page</u>
V-Commute Ride Share	MM – 01	-43-
Mobility Management Programs For Special Need Populations	MM – 02	-45-
Transportation Network Companies	MM – 03	-46-

ABSTRACT

In an effort to promote residents and visitors to use alternative transportation modes, NVTA places an emphasis on promoting single occupancy vehicle alternatives. NVTA will offer resources and incentives that encourage a modal shift from single occupancy to other modes. NVTA is committed to reducing travel demand through rideshare coordination, employer commute solutions education, and public awareness of alternative modes of transportation.

NVTA contracts with RideAmigos, a premier Mobility as a Service (MaaS) platform provider to provide the Napa region rideshare program, V-Commute. This includes rideshare matching for vanpool and carpool, guaranteed ride home, and other programs to encourage alternative commute modes. NVTA also provides two Commuter express bus routes offer single occupancy vehicle alternatives for riders commuting south into the Bay Area (Express Route 29), and east into Solano County (Napa-Solano Express Route 21).

Tasks

The V-Commute Work Element includes the following major elements:

1. Expand employer outreach in a targeted marketing effort.
2. Provide the general public with personalized rideshare, transit, and other non-drive alone trip planning through teleservices, internet and through other means. Continue to incorporate regional customer service tools such as MTC MERGE (formerly 511.or rideshare) program.
3. Market directly to commuters – with outreach campaigns at the worksite. (Including Regional Routes 21 & 29):
 - Coordination between the local chambers of commerce and other business organizations.
 - Develop and implement countywide Napa Commute Challenges through the larger employers in Napa County.
 - Campaign with regional vanpool programs and rideshare resources in a collaborative support system that provides assistance with vanpool and carpool formations and retention.
 - Provide customers with alternative modes of transportation information.
4. Work cooperatively with other NVTA programs to provide information and materials about the Agency's services.
5. Provide technical assistance and review local project planning documents to ensure best bicycle, pedestrian and transportation demand management practices are being followed.
6. Review and incorporate new federal and state policies and emerging design concepts on bikeway and pedestrian planning, focusing on their safe integration into the surface transportation system.
7. Facilitate implementation of the Regional Transportation Plan Regional Active Transportation Plan through our local plans, proposed projects and proposed capital improvement programs and grants.
8. Coordinate and review applications for bicycle and pedestrian funding.
9. Cooperate with jurisdictions to monitor system completion and maintain a current GIS version of the system, accessible on the internet.

10. Coordinate with Caltrans, the MTC and local jurisdictions to ensure that planning of roadways, highways (particularly interchanges and intersections) and transit facilities consider the needs of all travelers, especially via use of the regional “Complete Streets Checklist” administered by MTC.
11. Coordinate and participate with bicycle and pedestrian advisory groups including the NVT Active Transportation Advisory Committee, local Bicycle and Pedestrian Advisory Committees, the Napa County Bicycle Coalition and the Regional Active Transportation and Travel Demand Working Groups, The Napa Vine Trail Coalition, and the Regional Pedestrian Committee to remain informed regarding issues of interest to local bicyclists and pedestrians and keep them informed of proposed plans and projects.
12. Provide technical assistance to jurisdictions in preparing active transportation plans.
13. Prepare bikeway priorities for integration into Regional Transportation Plan (RTP), grant programs and the Regional Transportation Improvement Program (RTIP).
14. Collaborate with other bicycle groups to identify impediments to bicycle commuting, including bike/transit trips.
15. Coordinate with other agencies’ bicycle promotions.
16. Maintain County-wide bike maps in print.
17. Partner with other organizations to highlight non-auto transportation, including MTC on Napa Forward, and MERGE (Bay Area Carpool) travel demand management programs.
18. Work with organizations and major employers in Napa County to promote vanpooling and Carpooling.
19. Serve as project sponsor for selected active transportation (bicycle and pedestrian) projects, such as the Calistoga to St Helena segment of the Napa Valley Vine Trail.
20. Work closely with Chambers of Commerce, Downtown Associations, vanpool agencies, other transit agencies, bicycle organizations and other related organizations on common projects, including strategic planning, events, promotions and program implementation.
21. Through programs, public outreach and advocacy, reduce the number of single occupant vehicles and vehicle miles traveled to keep our air clean, roads clear and reduce demand on limited resources.
22. Encourage more effective use of the entire transportation system and promote the reduction in total vehicle miles traveled by encouraging ridesharing, vanpooling, transit, active transportation and other TDM strategies.

Products	Beginning Date	Ending Date
Quarterly progress reports, invoice and billings	As needed	
Alternative Transportation Programs above	As needed	
Rideshare Programs above	As needed	

ESTIMATED STAFF HOURS: 380

Payroll Code(s)	
Project/Grant	CMA_MULTI_MOBIL
Activity ID	
Resource Cat	OFUND
Resource Sub-Cat	GENRL

Fund Source(s)
Transportation Development Act
FTA Section 5316 JARC
Surface Transportation Program
Special Grant Funds

ABSTRACT

The agency provides five specific mobility management programs design to serve special needs populations. These are ADA Paratransit, Shared Vehicle Program, Taxi Scrip Program, and the Transit Ambassador Program.

TASKS

1. Respond to program inquiries
2. Provide assistance and oversight of contract when performing:
 - ADA enrollments and renewals through the third party contractor
 - Shared Vehicle enrollments and scheduling
 - Taxi program enrollments
 - Provide, update and maintain program applications, records, contracts and data bases
 - Perform background checks as appropriate
 - Provide training for program participants as appropriate
 - Produce program materials
 - Maintain records & provide all required reports
 - Coordinate travel training assignments
 - Coordinate and facilitate vehicle maintenance and assignments
3. Process invoices for payment as appropriate

Products	Beginning Date	Ending Date
Tasks above	Ongoing	

ESTIMATED STAFF HOURS: 120

Fund Source(s)
Transportation Development Act
Federal Transit Administration Section 5307
Federal Transit Administration Section 5310
Federal Transit Administration Section 5317

Payroll Code(s)	
Project/Grant	CMA_MULTI_MOBIL
Activity ID	ALT_TRANS, VINE_GO
Resource Cat	FED
Resource Sub-Cat	GENRL

NVTA recognizes that transit systems need to embrace change in the face of new mobility expectations. Transit systems can use TNCs and other partnerships to reinforce the strength that public transportation provides. Increased coordination between transit systems and TNCs and other partners can improve access to transit for community members who select transit as their primary mode or for other members of the community who rely on transit because they either do not have access to a vehicle or because they cannot drive, including members of our community that may be eligible for American with Disabilities (ADA) paratransit services. The existence of TNCs and other shared mobility options can reduce auto use and lead to greater transit use in the longer term. Staff is particularly interested in improving coordinating with TNCs and Paratransit partners to improve access to transit with the Vine System is otherwise not able to do so due to lack of vehicles, drivers, or when TNCs/Paratransit partners can be provided more cost effectively.

The addition of TNCs can present opportunities for transit systems to coordinate services or partner with TNCs to enhance mobility choices. This can provide an opportunity for transit systems to expand their traditional role as transportation providers to include overseeing/organizing mobility in a city or region.

Opportunities to coordinate or partner with TNCs include:

- Provide first-mile/last mile services connecting to existing transit routes
- Connect outlying communities to existing urban transit services
- Substitute TNCs for low volume or late-night transit services
- Use TNCs to provide on-demand services in rural areas
- Use TNCs to replace or supplement some existing paratransit services
- Provide mobile technology (apps) that allows customers to seamlessly use TNC and transit
- Assist in providing service to special events
- Study TNCs to provide some paratransit type services

Tasks

1. Pursue grants and pilot programs to test and demonstrate partnerships with TNCs.
2. Share best practices and TNC model agreements with other transit systems and create a working list of lessons learned.
3. Identify legislative and regulatory barriers that can improve the delivery of mobility options and suggest workable solutions.

Products	Beginning Date	Ending Date
Participate in TNC related workshops	As scheduled	
Develop guiding principles policy for TNCs	TBD	
Open a dialogue with TNCs	TBD	
Develop/create a joint mobility app with TNCs	TBD	

ESTIMATED STAFF HOURS: 120

Fund Source(s)
Transportation Development Act
Special Grant Funds

Payroll Code(s)	
Project/Grant	CMA_MULTI_MOBIL
Activity ID	ALT_TRANS
Resource Cat	OFUND
Resource Sub-Cat	GENRL

The provision of efficient, affordable and accessible public transit is an integral part of NVTA’s vision to improve traffic congestion. NVTA will maintain a continuing public transportation planning process pursuant to requirements of the Alquist-Ingalls Act (AB-402, 1977); the Social Service Improvement Act (AB-120, 1979); the Mello Act (SB-157, 1985); the Social Service Transportation Act (SB-498, 1987), and the Specialized Transportation Services: unmet transit needs Act (SB-826, 1988 and SB 807, 1989).

From customized community shuttles to more traditional fixed-route public bus service, NVTA plans and operates a number of public transit services throughout the county. Elements in this section encompass on-going transit activities, one-time focused initiatives, and unique transportation programs of the agency.

Elements Included in this Section:	<u>Work Element</u>	<u>Page</u>
Transit Administration & Operations	PT - 01	-48-
Public Transit Projects List	PT - 02	-49-
Transit Asset Management	PT - 03	-50-
Intelligent Transportation System	PT - 04	-51-

Timesheet/Payroll Information: Public Transit
 Project/Grant: PUB_TRANSIT

Timesheet/Payroll Codes	Description
AMERICAN_CANYON	American Canyon Transit
CALISTOGA	Calistoga
ST_HELENA	St Helena Shuttle
TAXI_SCRIP	Taxi Scrip
TRANS_CAPITAL	Transit Capital Projects
VINE	Vine



ABSTRACT

NVTA is responsible for the provision of fixed route, paratransit and specialized transit services within Napa County. On-going activities associated with the administration of these programs appear below.

TASKS

1. Manage the transit service contract according to the executed contract.
2. Monitor the performance standards for Vine, Vine Go and shuttles.
3. Facilitate resolution of transit related concerns and accrue liquidated damages.
4. Provide managerial oversight of independent contractor for taxi scrip, shared vehicle, transit ambassador, mileage reimbursement program and other mobility services.
5. Provide oversight of ADA certification process, database, and service policies and implementation.
6. Comply with all federal, state and local regulations.
7. Staff support to advisory groups.
8. Facilitate improving fixed-route bus stop amenities.
9. Facilitate transit-related Intelligent Transportation Systems (ITS) improvements.
10. Attend transportation program workshops and training seminars.
11. Identify ways to minimize operational costs and improve the overall efficiency.
12. Incorporate transit planning statistics and performance data updates into regional transportation planning studies and plans.
13. Increase access, usability, efficiency, effectiveness, safety and security of transit services.
14. Implement system and service improvements.

Products	Beginning Date	Ending Date
See project listing in Element PT-02	Ongoing	
Complete RFP process for Transit Provider	September 2020	July 2021
COVID-19 Service Reductions Monitoring	Ongoing	

ESTIMATED STAFF HOURS: 1,920

Payroll Code(s)	
Project/Grant	PUB_TRANSIT
Activity ID	AMERICAN_CANYON; CALISTOGA; ST_HELENA; TAXI_SCRIP; VINE; VINE_GO; YOUNTVILLE; SRTP
Resource Cat	OFUND; FED
Resource Sub-Cat	GENRL

Fund Source(s)
Transportation Development Act
Federal Transit Administration
Section 5303 Federal Transit Administration (SRTP)

Public Transit Project List
Work Element PT-02

NEW

ANNUAL

ABSTRACT

In 2019-20, progress on the following major transit related projects is anticipated.

Projects	Beginning Date	Ending Date
CAD/AVL Upgrade		
Point of Sale System	TBD	
TNC engagement	TBD	
2 Proterra Electric Buses & Chargers Acquisition		Fall 2021
5 BYD Buses		Fall 2021
Additional ZEB Rolling Stock Acquisitions	Ongoing	
Vine Bus Maintenance Facility	2018	2023
15 Bus Shelters on Routes 10 and 11	January 2021	
Imola Park and Ride	2020	2022
ADA Bus Stop Upgrades	Ongoing	

ESTIMATED STAFF HOURS: 100

Fund Source(s)
Transportation Development Act
Federal Transit Administration
State Transit Administration
LCTOP
TDA
Prob. 1B PTMISEA
Prob. 1B CHSG



Future Imola Park and Ride

Payroll Code(s)	
Project/Grant	PUB_TRANSIT
Activity ID	TRANS_CAPITAL
Resource Cat	OFUND
Resource Sub-Cat	GENRL

ABSTRACT

The Vine transit system owns almost \$36.5 million in assets. These assets were procured using public funding mechanisms. As part of NVTA’s fiduciary responsibility to protect these investments, NVTA maintains a State of Good Repair program that utilizes technology to manage schedule maintenance, in order to extend and/or optimize each asset’s useful life in order to reduce the agency’s maintenance and recapitalization costs.

FTA’s final rule on TAM and NTD Reporting contains a requirement for all public transit operators to develop a TAM plan by Oct. 1, 2018. The TAM/NTD rule allows Tier II operators—non-rail operators with 100 or fewer revenue vehicles to participate in the group plan.

MTC staff met with all the Tier II operators in the region to discuss using funding set aside for SRTPs in the current fiscal year to develop a group plan. All the Tier II operators were interested in participating in a group TAM plan and MTC staff proceeded with the procurement process for a TAM consultant after soliciting and receiving input from the operators on the scope of work. After evaluation of the proposals received, the panel (of Tier II agencies and MTC staff) selected WSP USA for this project and entered into a two (2) year contract with them mainly for developing a group TAM plan(s) for the Tier II operators in the region.

TASKS

1. Attend and collaborate with MTC on a group regional TAM Tier II operators.
2. Transportation Asset Management Policy.
2. Transportation Asset Management Plan.

Products	Beginning Date	Ending Date
NTD Report Updates	Annually	
Meet with MTC regarding updates to the TAM	Ongoing	

ESTIMATED STAFF HOURS: 10

Fund Source(s)
 Transportation Development Act

Payroll Code(s)	
Project/Grant	PUB_TRANSIT
Activity ID	TRANS_CAPITAL
Resource Cat	OFUND
Resource Sub-Cat	GENRL

Intelligent Transportation Systems (ITS) includes a broad range of solutions aimed at taking the transportation infrastructure currently in place and striving to make it more effective and efficient by generating information to refine planning processes and improving system operations. ITS also means improving communications to make it easier for public to navigate throughout the County and region using various modes.

The most common applications are the coordination of interconnected signals in cities and towns, changeable message signs along the roadway informing the traveling public of pending roadway delays or detours as a result of natural disasters, weather or construction. Other common, yet equally functional applications are closed circuit television to monitor flow at intersections, automatic vehicle location for transit vehicles and signal pre-emption. ITS are also deployed in the transit system and include a new dispatch system, vehicle location, and security system.

TASKS

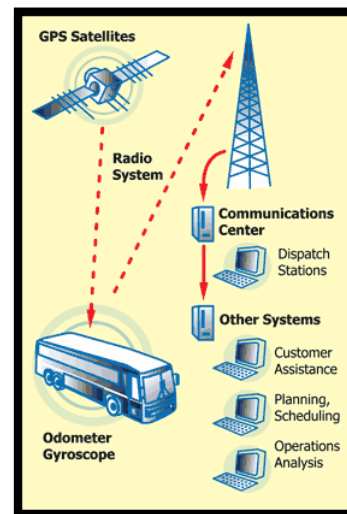
1. Work with current contractor- Avail Technologies to maintain Computer Aided Dispatch/ Automatic Vehicle Locator (CAD-AVL) system.
2. Work with City of American Canyon on SR29 signal prioritization project.
3. Continue discussions with City of Napa on signal prioritization at strategic areas in city to increase transit efficiency.
4. Support the use of technology to improve transit services through tracking vehicles, maintaining schedules, predicting demand, facilitating fare payment, and operating fleets more efficiently.

Products	Beginning Date	Ending Date
American Canyon Signal Prioritization Project	Pending	2022
City of Napa Signal Prioritization	TBD	
Upgrade CAD/AVL system	2020	2021

ESTIMATED STAFF HOURS:	200
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Payroll Code(s)	
Project/Grant	PUB_TRANSIT
Activity ID	TRANS_CAPITAL
Resource Cat	OFUND; FED; STATE
Resource Sub-Cat	GENRL

Fund Source(s)
Transportation Development Act
Federal Transit Administration
Proposition 1B Homeland Security Grant
Low Carbon Transit Operating Program



As a Joint Powers Agency (JPA), NVTA is responsible to inform and engage its member agencies and the public in the development of policies, programs, plans and services and to represent the interests of the jurisdictions and residents of Napa

As part of this responsibility, NVTA engages a number of funding agencies and industry groups. The common threads that link these activities are communication, public participation, consensus development, due process, and advocacy. Elements in this section represent how NVTA informs, supports, represents and connects with the public and other agencies and associations integral to successfully achieving the goals and meeting the responsibilities of the organization.

Pursuant to the roles and powers assigned in its Joint Powers Agreement (JPA), NVTA plays an important role in providing leadership and programming designed to meet statutory requirements and move our jurisdiction forward in addressing issues of sustainability.

Elements Included in this Section:

	<u>Work Element</u>	<u>Page</u>
Legislative Advocacy	CR – 01	-53-
Regional/ Sub-regional Coordination & Assistance	CR – 02	-54-
Public Participation, Information, and Support	CR – 03	-55-
Marketing	CR – 04	-57-

Timesheet/Payroll Information: CMA Communications and Representation
 Project/Grant: CMA_COMMS_REPS

Timesheet/Payroll Codes	Description
LEGISLATIVE	Legislative Advocacy
MARKETING	Marketing
OUTREACH	Public Outreach
REGIONAL	Reg/Sub-reg Coordination



ABSTRACT

NVTA develops and implements a legislative program related to a full range of issues under consideration by U.S. Congress or the California Legislature related to the roles and responsibilities of the NVTA to assure that the best interests of all of the people of the region are addressed, including the General Public, local government agencies and interest organizations.

NVTA’s primary responsibility is to the citizens of Napa County. NVTA staff relies heavily on the media to provide information agency activities through press releases and media articles.

TASKS

1. Attend intergovernmental meetings and participate in industry organizations.
2. Foster relationships with regional, state, and federal funding partners.
3. Formulate and communicate positions of legislative proposals when appropriate.
Note: State and federal funds *will not be used* for contracted lobbying efforts.
4. Develop annual State and Federal Legislative programs.
5. Review legislation, adopt positions and provide information to State and Federal legislators.
6. Prepare monthly legislative status reports.
7. Monitor and evaluate legislative proposals on issues of regional and local impact.
8. Provide information to the public about NVTA activities working with members of the press.

Products	Beginning Date	Ending Date
Annual Legislative programs	Ongoing	
Review draft legislation	Ongoing	
Year-end Legislative Report	Ongoing	
Press releases and published reports as needed	Ongoing	
COVID-19 Relief, Stimulus, and Monitoring		

ESTIMATED STAFF HOURS: 260

Fund Source(s)
General Fund

Payroll Code(s)	
Project/Grant	CMA_COMMS_REP
Activity ID	LEGISLATIVE
Resource Cat	OFUND
Resource Sub-Cat	GENRL

ABSTRACT

NVTA provides its member jurisdictions with ongoing technical assistance in various areas which aide them in their planning and funding of transportation improvement and programs. This includes, but is not limited to monitoring and tracking project submittals to the Metropolitan Transportation Commission, California State Transportation Agency (CalSTA), Federal Highway Administration, California Transportation Commission (CTC), Caltrans, and Bay Area Air Quality Management District.

TASKS

1. Data generation, procurement and dissemination that are needed by member governments in preparing grant applications, developing specific studies, or local projects.
2. Grant preparation assistance either in securing information on various grant programs, developing the grant information requirements, or preparing, submitting and following up on grant review and progress.
3. Staff training of and assistance to local agencies in meeting federal requirements by holding workshops and briefing sessions.
4. Legislative assistance. This can include securing information on various pieces of legislation appearing before legislative committees, or working with legislators in preparing and developing specific pieces of legislation that would benefit the member jurisdictions; however, this should not be construed as engaging in lobbying activities.
5. Upon request provide information to State and Federal agencies on transportation policy issues, continue to monitor, evaluate and comment upon State and Federal legislation dealing with transportation that is of concern and importance to this region.
6. Assist monitor agencies to complete procedural and administrative requirements and assist with issue resolution with Caltrans, CTC, FHWA, FTA and resource agencies.
7. Participate in Bay Area County Transportation Agencies (BACTA), North Bay Transportation Agencies meetings, COG Directors Association of California (CDAC), California Transportation Commission (CTC), California Transit Association (CTA), the California Association of Coordinated Transit (CalACT), and MTC’s Blue Ribbon Task Force.
8. Coordinate with Caltrans, Bay Area County Transportation Agencies (BACTA), COG statewide committees, other statewide addressing issues of state and regional interest including State and Federal legislation. Federal funding implementation and reauthorization, state and federal transportation finance, Project Development, Project Programming, and Environmental and Project Delivery Streamlining.

Products	Beginning Date	Ending Date
MTC Blue Ribbon Task Force Meetings	Ongoing	
Variable – depends on meetings	As needed	

ESTIMATED STAFF HOURS: 590

Fund Source(s)
Transportation Development Act
General Fund
Local Contributions

Payroll Code(s)	
Project/Grant	CMA_COMMS_REP
Activity ID	REGIONAL
Resource Cat	OFUND
Resource Sub-Cat	GENRL

To enhance public knowledge, NVTA hold public meetings, issues press releases, and invites public participation in the state and regional transportation planning process. NVTA acknowledges the particular needs of Napa's communities of concern. These communities include low income, minorities and disabled populations. NVTA has enhanced its capabilities in recent years to ensure that the agency is adequately communicating opportunities to provide input on NVTA plans, programs, and policy discussion and to make a concerted effort to understand, acknowledge, and address the transportation needs of these populations. Due to the COVID-19 pandemic, NVTA has engaged with the public and conducted committee and board meetings virtually. NVTA makes every effort to be transparent and accessible in this change of format.

Title VI

Title VI of the Civil Rights Act of 1964 is the Federal Law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive Federal financial assistance.

NVTA's Title VI Program ensures that no person is excluded from participation in, denied the benefit of, or subjected to discrimination on the basis of race, color, or national origin under any programs that receive federal funding (as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987).

Every effort is made to ensure all of NVTA's programs and activities take under consideration the needs of all of its constituents.

TASKS

1. Prepare media releases, public hearing notices and Rider Alerts. Identifying agency activities and proposals. Assure special attention is granted in news releases, notices, etc. for minority, low income, disabled, and other under-represented or special needs groups.
2. Publicize opportunities for local and state funding/grants via web-site, produce newsletter, advisory committee meeting dates and agendas, staff reports and notifications.
3. Maintain active citizen advisory committee reviewing and providing comments on any decision making or changes to the local transit system.
4. Facilitate project and corridor study reviews with interested groups and member agencies.
5. Include outreach to school districts and local agencies and non-profits.
6. Participate in public speaking engagements to provide community outreach and education regarding agency activities.
7. Support the provision of public access to NVTA Board meetings through public access television. Prepare Annual summary of the activities and accomplishments of the agency.
8. Meet with traditionally under-represented communities/leaders and hearing and speech impaired.
9. Develop effective public participation strategies. As appropriate, acknowledge and seek to overcome linguistic, cultural, institutional, geographic, and other barriers to meaningful participation, and incorporate active outreach to affected groups.
10. When developing a project consider the composition of the affected area to determine whether minority populations, low-income populations, or Indian tribes are present in the area affected by the proposed action, and, if so, whether there may be disproportionately high and adverse human health or environmental effects on minority populations, low-income populations, or Indian tribes.

11. Create awareness of statutory non-discriminatory requirements.
12. Maintain a systematic and ongoing public involvement process that engages communities affected by transportation projects.
13. Identify potential discriminatory impacts early. Early detection can often minimize and reduce negative impacts to minority and low-income populations and delays to project delivery.
14. Avoid, eliminate or minimize adverse impacts.
15. Make required revisions in Public Participation Plan.
16. Provide a safe, accessible, and well publicized forum for communicating and responding to Title VI complaints.

Products	Beginning Date	Ending Date
Newsletters, press releases, public hearing notices, outreach activities, maintain website	Ongoing	
Comments and position statements on draft plans, and documents	Ongoing	
Public Access to Board meetings	Ongoing	
Document meetings with traditionally underrepresented communities/leaders	Ongoing	
Inform and involve stakeholders in environmental planning processes	Ongoing	
Hold periodic workshops on environmental justice and environmental mitigation as it relates to the RTP	Ongoing	
Stakeholder and community forums/ presentations	Ongoing	
Update environmental compliance procedures	Ongoing	
Prepare appropriate environmental documentation for Regional Transportation Plan amendments	Ongoing	
Environmental documentation	As needed	
Engage in public outreach opportunities at community events	Ongoing	

ESTIMATED STAFF HOURS: 1,230

Fund Source(s)
Transportation Development Act
General Fund

Payroll Code(s)	
Project/Grant	CMA_COMMS_REP
Activity ID	OUTREACH
Resource Cat	OFUND
Resource Sub-Cat	GENRL

ABSTRACT

Public awareness regarding the role and activities of the agency is paramount to community participation, collaboration, and support required fulfilling our organizational purpose. In addition, as it relates to transit services, specific marketing activities are essential to enhancing the utilization of public transit.

TASKS

1. Develop, implement, and monitor marketing campaigns for transit services, mobility programs, and Travel Demand Management Programs

Products	Beginning Date	Ending Date
On-going marketing activities	Ongoing	Ongoing
NVTA Annual Report		
Measure T Biennial Report		

ESTIMATED STAFF HOURS: 860

Fund Source(s)
Transportation Development Act
General Fund
Regional Measure 2

Payroll Code(s)	
Project/Grant	CMA_COMMS_REP
Activity ID	MARKETING
Resource Cat	OFUND
Resource Sub-Cat	GENRL



Appendix A: OWP Annual Staff Hours

AGENCY ADMINISTRATION		HOURS
AA – 01	Overall Work Program	20
AA – 02	Agency Administration and Support	9,260
AA – 03	Human Resources Management	1,400
AA – 04	Grants and Capital Projects Administration	1,280
AA – 05	Finance Administration	2,290
AA – 06	Transportation Development Act Administration	90
AA – 07	Audits	350
AA – 08	Policy Development	170
AA – 09	Measure T Planning	2,630
SECTION TOTAL		17,490

TRANSPORATION PLANNING AND PROGRAMS		
TP – 03	Regional Transportation Program	310
TP – 04	Countywide Strategic Transportation Planning	520
TP – 05	Transit System Studies	1,250
TP – 06	Active Transportation Planning	900
TP - 07	Vine Transit Yard Real Estate Acquisition	1,440
TP - 08	Performance/ Compliance Monitoring	340
TP - 09	Vine Trail	1,070
TP – 11	Census and Geographic Information Systems Development	20
TP – 12	Transportation for Clean Air	200
TP – 13	State Route 37 Policy Committee	350
TP – 14	Soscol Junction Improvements	740
TP – 15	State Route 29 Corridor Improvements	780
SECTION TOTAL		7,920

		ANNUAL STAFF HOURS
		<hr/>
MULTIMODAL MOBILITY MANAGEMENT		
MM – 01	V Commute Regional Rideshare	380
MM – 02	Mobility Management for Special Needs Populations	120
MM – 03	Transportation Network Companies	120
SECTION TOTAL		620
 TRANSIT PROGRAM ADMINISTRATION		
PT – 01	Transit Administration & Operations	1,920
PT – 02	Public Transit Projects List	100
PT – 03	Transit Asset Management	10
PT – 04	Intelligent Transportation System	200
SECTION TOTAL		2,230
 COMMUNICATION AND REPRESENTATION		
CR – 01	Legislative Advocacy	260
CR – 02	Regional/ Sub-regional Coordination	590
CR – 03	Public Participation	1,230
CR – 04	Marketing	860
SECTION TOTAL		2,940
 OWP TOTAL		 <u>31,200</u>

OWP Staff Hours Matrix

ANNUAL HOURS																	Total Employee Hours	WORK ELEMENT	% age of total hours	FTE	Total Hours	
Executive Director	Finance Director	Planning Director	Transportation Engineer	Senior Financial Analyst	Board Sec/ Office Mgr.	Principal Planner	Transit Manager	Snr. Planner	Snr. Planner	Snr. Planner (Transit)	Sr. Admin Tech	Sr. Admin Tech/ DBELO	Comm Officer	Acct Tech (A/P)								
1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	15.00						
																	AGENCY ADMINISTRATION					
	20															20	AA - 01	Overall Work Program	0.06%	0.01		
300	200	200	200	400	1010	300	300	300	400	840	2080	1530	400	800	9,260	AA - 02	Agency Administration	29.68%	4.45			
200	100	100			1000										1,400	AA - 03	Human Resources	4.49%	0.67			
100	200		310	340				80	100				150		1,280	AA - 04	Grants and Capital Projects Administration	4.10%	0.62			
	400			690									400	800	2,290	AA - 05	Finance Administration	7.34%	1.10			
	40			50											90	AA - 06	Transportation Development Act Administration	0.29%	0.04			
	200			100					50						350	AA - 07	Audits and Reviews	1.12%	0.17			
				100	70										170	AA - 08	Policy Development	0.54%	0.08			
270	230	400		200					700	50				300	480	2,630	AA - 09	Measure T Administration	8.43%	1.26		
																	TRANSPORTATION PLANNING AND PROGRAMS					
								0	140	0						310	TP - 03	Regional Transportation Program	0.99%	0.15		
60	40	100							200	120						520	TP - 04	Countywide Strategic Transportation Planning	1.67%	0.25		
			250			100	280	100	100	420						1,250	TP - 05	Transit System Studies and Updates	4.01%	0.60		
			40					100	760							900	TP - 06	Active Transportation Program	2.88%	0.43		
200	400			340	200			300								1,440	TP - 07	Vine Bus Maintenance Facility	4.62%	0.69		
		40		40				60	100	60						340	TP - 08	Performance/ Compliance Monitoring	1.09%	0.16		
			10	800				200	40	20						1,070	TP - 09	Vine Trail	3.43%	0.51		
										20						20	TP - 11	Census and Geographic Information Systems Development	0.06%	0.01		
									0	200						200	TP - 12	Transportation for Clean Air	0.64%	0.10		
130		120		100												350	TP - 13	SR37 (State Route) Policy Committee (NEW)	1.12%	0.17		
240		200		200					100							740	TP - 14	Soscol Junction Improvements (NEW)	2.37%	0.36		
130		200		0				210	120	120						780	TP - 15	State Route 29 Corridor Improvements (NEW)	2.50%	0.38		
																	MULTIMODAL MOBILITY MANAGEMENT					
		100						200	0	20	60					380	MM - 01	V Commute Regional Rideshare	1.22%	0.18		
								40	40	40	0					120	MM - 02	Mobility Management for Special Needs Populations	0.38%	0.06		
								50	0	20	50					120	MM - 03	Transportation Network Companies	0.38%	0.06		
																	TRANSIT PROGRAM ADMINISTRATION					
								200	1200							1,920	PT - 01	Transit Administration & Operations	6.15%	0.92		
								20	30							100	PT - 02	Public Transit Projects List	0.32%	0.05		
		10														10	PT - 03	Transit Asset Management	0.03%	0.00		
50		0		70												200	PT - 04	Intelligent Transportation System	0.64%	0.10		
																	COMMUNICATION AND REPRESENTATION					
																0	CR - 01	Legislative Advocacy	0.83%	0.13		
100	80	80							90	40	40					260	CR - 02	Regional/ Sub-regional Coordination	1.89%	0.28		
200	100	100							100	20	20	100				590	CR - 03	Public Participation, Information, & Support	3.94%	0.59		
50		40				0	200	100								1,230	CR - 04	Marketing	3.94%	0.59		
		0					200									660			2.76%	0.41		
																	TOTAL					
2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	31,200			9.42%	1.41	2,940	
																	AGENCY TOTALS					
																	17,490					
																	7,920					
																	620					
																	2,230					
																	2,940					
																	100.00%					
																	15.00					
																	38,500					

Glossary of Acronyms

AB 32	Global Warming Solutions Act
ABAG	Association of Bay Area Governments
ADA	American with Disabilities Act
BAAQMD	Bay Area Air Quality Management District
AVAA	Abandoned Vehicle Abatement Authority
BART	Bay Area Rapid Transit District
BATA	Bay Area Toll Authority
BRT	Bus Rapid Transit
Caltrans	California Department of Transportation
CEQA	California Environmental Quality Act
CIP	Capital Investment Program
CMA's	Congestion Management Agencies
CMAQ	Congestion Mitigation and Air Quality Improvement Program
CMP	Congestion Management Program
CTC	California Transportation Commission
DOT	Federal Department of Transportation
EIR	Environmental Impact Report
FAS	Federal Aid Secondary
FAST	Fixing America's Surface Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GHG	Greenhouse Gas
HBP	Highway Bridge Program
HBRR	Highway Bridge Replacement and Rehabilitation Program
HIP	Housing Incentive Program
HOT	High Occupancy Toll
HOV	High Occupancy Vehicle
HR3	High Risk Rural Roads
HSIP	Highway Safety Improvement Program
HTF	Highway Trust Fund
IFB	Invitation for Bid
ITIP	State Interregional Transportation Improvement Program
JARC	Job Access and Reverse Commute
LIFT	Low-Income Flexible Transportation
LOS	Level of Service

MaaS	Mobility as a Service
MPO	Metropolitan Planning Organization
MTC	Metropolitan Transportation Commission
MTS	Metropolitan Transportation System
MMLOS	Multimodal Level of Service
NEPA	National Environmental Policy Act
NOC	Notice of Completion
NOD	Notice of Determination
NOP	Notice of Preparation
NVTA	Napa Valley Transportation Authority
OBAG	One Bay Area Grant
PCI	Pavement Condition Index
PDA	Priority Development Areas
PID	Project Initiation Document
PMS	Pavement Management System
PPM	Planning, Programming & Monitoring
Prop. 42	Statewide Initiative that requires a portion of gasoline sales tax revenues be designated to transportation purposes
PSE	Plan, Specification & Estimate
PSR	Project Study Report
PTA	Public Transportation Account
RACC	Regional Agency Coordinating Committee
RFP	Request for Proposal
RFQ	Request for Qualifications
RHNA	Regional Housing Needs Allocation
RM2	Regional Measure 2 (Bridge Toll)
RTEP	Regional Transit Expansion Program
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
SAFE	Service Authority for Freeways and Expressways
SAFETEA-LU	Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users
SCS	Sustainable Community Strategy
SHOPP	State Highway Operation and Protection Program
SR	State Route
SRTS	Safe Routes to School
SOV	Single-Occupant Vehicle
STA	State Transit Assistance
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TCM	Transportation Control measure

TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TDM	Transportation Demand Management or Transportation Demand Model
TE	Transportation Enhancement
TEA	Transportation Enhancement Activities
TEA 21	Transportation Equity Act for the 21 st Century
TFCA	Transportation Fund for Clean Air
TIP	Transportation Improvement Program
TLC	Transportation for Livable Communities
TLU	Transportation Land Use
TMP	Traffic Management Plan
TMS	Transportation Management System
TNC	Transportation Network Companies
TOD	Transit-Oriented Development
TOS	Transportation Operations Systems
TPI	Transit Performance Initiative
TPP	Transit Priority Project Areas
VHD	Vehicle Hours of Delay
VMT	Vehicle Miles Traveled



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