



Contra Costa County  
**Public Works**  
D e p a r t m e n t

Brian M. Balbas, Director

Deputy Directors  
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Joe Yee

October 29, 2019

«NAME»  
«TITLE»  
«AGENCY»  
«STREET\_ADDRESS»  
«CITY\_STATE\_ZIP»

**RE: 2020/2021 TDA Grant Applications**

Dear «SALUTATION»:

The Metropolitan Transportation Commission (MTC) will soon be soliciting applications for 2020/2021 Transportation Development Act (TDA) Article 3 funds for pedestrian and bicycle projects. MTC has not yet released the estimated bid target for Contra Costa. Last year's total allocation was approximately \$950,000.00. **Please do not use last year's materials to generate your new project applications or resolutions as this practice has led to inconsistencies in previously submitted applications. Use the forms provided on the MTC website. The website address is provided below and contains the most current documents.**

Each city may submit one project for consideration and the County may submit one each from West, Central and East Contra Costa County. You are encouraged to include indications of review and support by the public. Additionally, MTC requires input from bicycle groups on the proposed projects. Enclosed is a memo from MTC, dated October 6, 2014, clarifying the new Bicycle Advisory Committee Requirement in TDA, Article 3 Policies and Procedures. The guidance applies beginning with claims submitted for Fiscal Year 2015/2016 funding.

If you elect to have the Countywide Bicycle Advisory Committee (CBAC) review your project proposal, you must submit your potential TDA project to me by **5:00 p.m. on Monday, November 25, 2019**. This submittal should include a list of your potential projects, plus 17 copies of a preliminary application for each project. To facilitate the CBAC review, the preliminary applications should follow a consistent format. Please fill out the TDA application form as completely as possible and include a project description, project limits, location map and a detailed preliminary cost estimate. An electronic copy of the application form and TDA instructions may be obtained at <http://www.mtc.ca.gov/funding/STA-TDA/>. (Note: the website address is case sensitive.) After reviewing the projects, the CBAC will send each participating jurisdiction comments on the projects submitted. Jurisdictions will then be asked to prepare a final application for the project you wish to submit.

You do not need to submit preliminary applications on November 25, 2019 if you are using your own city or town bicycle advisory committee instead of the CBAC. Final applications will be due by 5:00 p.m. on Thursday, January 30, 2020.

The CBAC met on Monday, October 21, 2019 to discuss potential TDA, Article 3 projects. A copy of the meeting minutes are enclosed for your reference.

The schedule for the TDA process is as follows:

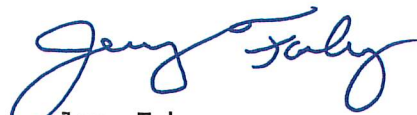
<b>November 25, 2019</b>	<b>DEADLINE</b> - Preliminary applications due to County (17 copies) for CBAC review.
December 9, 2019	CBAC Review
December 19, 2019	Comments from CBAC returned to jurisdictions.
<b>January 30, 2020</b>	<b>DEADLINE</b> - Final applications due (original and ten (10) copies to the County).
February 25, 2020 (tentative)	Field review by TDA Subcommittee.
March 2020	TDA Subcommittee submits priority list to CCEAC for approval.
April 2020	Mayor's Conference Approval
May 2020	Board of Supervisor's Approval
June 2020	Approved priority list transmitted to MTC

Reminder: MTC must have complete applications for each project on the priority list to approve funding. A complete application includes the following:

- ☐ Application
- ☐ Site Map
- ☐ Authorizing Resolution
- ☐ Approved Environmental Document
- ☐ You also must have completed your audit requirement

If you have any questions, please call me at (925) 313-2276 or email [jerry.fahy@pw.cccounty.us](mailto:jerry.fahy@pw.cccounty.us).

Sincerely,



Jerry Fahy  
Division Manager  
Transportation Engineering