



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

Joseph P. Bort MetroCenter  
101 Eighth Street  
Oakland, CA 94607-4700  
TEL 510.817.5700  
TDD/TTY 510.817.5769  
FAX 510.817.5848  
E-MAIL [info@mtc.ca.gov](mailto:info@mtc.ca.gov)  
WEB [www.mtc.ca.gov](http://www.mtc.ca.gov)

## *Memorandum*

TO: TDA 3 County Coordinators

DATE: October 6, 2014

FR: Theresa Romell

RE: Guidance on Transportation Development Act Article 3 (TDA3) Bicycle Advisory Committee (BAC)/  
Bicycle and Pedestrian Advisory Committee (BPAC) Review of Projects

### **Background:**

MTC updated its policies and procedures for Transportation Development Act (TDA), Article 3, Pedestrian and Bicycle funding in June, 2013. The new policies and procedures, contained in MTC Resolution 4108, allow jurisdictions to apply for an exemption from using their own Bicycle Advisory Committee (BAC) / Bicycle and Pedestrian Advisory Committee (BPAC) for the review and prioritization of TDA Article 3 projects, and instead use a countywide BAC/BPAC if it can be demonstrated that the countywide BAC provides for expanded representation.

MTC staff worked with stakeholders including Congestion Management Agencies, counties, various working groups and public interest groups to develop a proposed process and criteria that balances the interests of the bicycle and pedestrian communities with the desire to effectively and efficiently manage a relatively small funding program without unduly burdening local jurisdictions with lengthy processes and/or significant additional costs.

The following is a proposed process and criteria for jurisdictions to use a countywide BAC/BPAC in lieu of their own, and for a countywide BAC/BPAC to qualify as providing expanded representation for those jurisdictions that wish to use it.

### **Proposed Process:**

Jurisdictions that want to use a countywide BAC/BPAC in lieu of their own for TDA Article 3 project review and prioritization must make this request in writing to MTC. MTC will review the request based on the following proposed criteria and respond as to whether or not the countywide BAC/BPAC provides for expanded representation of the jurisdiction. If allowed, the jurisdiction must designate through board or council resolution, a position or positions on the countywide BAC/BPAC that will represent the city for TDA3 project review purposes. The designated representative should be familiar with bicycle and pedestrian needs in the jurisdiction. Subsequently, with each claim for TDA3 funds, the jurisdiction will need to submit a resolution stating that their projects were reviewed by a countywide BAC/BPAC and that the countywide BAC/BPAC meets the criteria for expanded representation for their jurisdiction as determined by MTC.

**Proposed Criteria:**

If a jurisdiction wishes to use a countywide BAC/BPAC in lieu of its own, all of the following criteria would need to be met:

1. Per Resolution 4108, the countywide BAC/BPACs must have a minimum of five members who live or work in the county.
2. The charter or written mission/purpose of the countywide BAC/BPAC must include the timely review and prioritization of city/county bicycle and pedestrian project applications.
3. The countywide BAC/BPAC must have adequate geographic representation such that each jurisdiction that wishes to use the countywide BAC/BPAC has a Board or Council selected representative who lives or works in that city or a nearby city jurisdiction within the supervisory district. The countywide BAC/BPAC must have at least one member from each of the county's supervisory districts in order to provide for expanded representation. For cities with a population of 100,000 or more, there must be a direct representative from within the jurisdiction's supervisory district on the countywide BAC/BPAC that represents only that jurisdiction in the review of TDA 3 projects, in order for the jurisdiction to use the countywide BAC/BPAC in lieu of its own.

MTC plans to distribute the final guidance on this subject to TDA Article 3 coordinators in October. If you would like to provide feedback on this proposal, please contact Cheryl Chi at [cchi@mtc.ca.gov](mailto:cchi@mtc.ca.gov), or Theresa Romell at [tromell@mtc.ca.gov](mailto:tromell@mtc.ca.gov).