





TRANSPORTATION DEVELOPMENT ACT WORKBOOK







in association with



The preparation of this report has been financed in part from the U.S. Department of Transportation, Federal Transit Administration, under 49 U.S.C., Chapter 53 Section 5313, State Planning and Research Grant.



CONTENTS

CHAPTER 1: Introduction	1-1
Workbook Purpose	
Workbook Organization	
Icons Used in this Workbook	
Where Does the Information in this Workbook Come F	
CHAPTER 2: OVERVIEW OF THE TRANSPORTATION DEVELOPMENT A	
What is the Transportation Development Act?	
What is the Local Transportation Fund (LTF)?	
What is the State Transit Assistance (STA) Fund?	2-4
CHAPTER 3: How do Local Agencies in Butte County Get the	
The Local Transportation Fund	
State Transit Assistance Fund	
Who is Responsible for What and When Does it Happe	∍n? 3-8
CHAPTER 4: LTF AND STA Uses	
How Can We Spend our LTF and STA Funds?	
Making Sense of the Articles	
LTF Priority Funding Order	4-4
CHAPTER 5: TRANSIT CLAIMS	_
LTF Transit Claims	
State Transit Assistance Fund	
Amount of LTF and STA Funds that Can be Claimed for	
Filing a Transit Claim	
CHAPTER 6: BICYCLE & PEDESTRIAN CLAIMS	
Eligible Projects	
Eligibility Requirements Documentation when Submitting Claim	
Reporting Requirements	
, ,	
CHAPTER 7: OTHER CLAIMS AND THE UNMET NEEDS PROCESS	
Eligible ProjectsEligibility Requirements	
Documentation when Submitting Claim	
Reporting Requirements	
Filing a Street and Road Claim	
CHAPTER 8: FUND BALANCES AND CLAIM REVISIONS	
What is a Fund Balance?	
The Problem with Local Fund Balances and Unallocate	
Apportionments	
Claim Revisions	

CHAPTER 9:	PRODUCTIVITY IMPROVEMENT PROGRAM9-1
What is a Productivity Improvement Program?	
	ecommendations Developed?9-1
What Hap	oens if an Operator Does Not Follow Up on
	ndations? 9-1
How is Pro	gress toward Meeting the Recommendations Tracked? 9-2
Types of R	ecommendations 9-2
CHAPTER 10:	How to File a TDA Claim10-1
Get Your N	lumbers 10-1
Determine Your Allocation	
Prepare Your Claim Forms	
Document	ation to Include with Your Claim10-7
APPENDICES	5
APPENDIX A:	GLOSSARY OF TERMS
APPENDIX B:	QUESTIONS AND ANSWERS
APPENDIX C	BUTTE COUNTY FUNDING AGREEMENTS
APPENDIX D:	UNMET TRANSIT NEEDS PROCESS - DEFINITIONS
APPENDIX E:	Transit Claims -Roles and Responsibilities Butte County Jurisdictions
APPENDIX F:	FLOW OF TDA REVENUES IN BUTTE COUNTY
APPENDIX G:	FISCAL AUDITS, COMPLIANCE AUDITS, TRIENNIAL PERFORMANCE AUDITS AND STATE CONTROLLER REPORTS
APPENDIX H:	TDA CLAIM FORMS USED IN BUTTE COUNTY



Contents

Figure 2-1	Local Agencies that Can Use Local Transportation Funds	s 2-3
Figure 3-1	Off the Top Distributions of the Local Transportation Fur	nd 3-1
Figure 3-2	Responsibilities and Timeline for Apportionment,	
	Allocation and Payment	3-9
Figure 4-1	The Articles, How they Can be Used and Which	
	Agencies Can File	4-3
Figure 4-2 L	TF Priority Funding Order in Butte County	4-5
Figure 4-3 S	TA Funding Purposes Applicable in Butte County	4-6
Figure 5-1	Summary of Jurisdictions that are Operators	5-2
Figure 5-2 L	TF Revenue Qualifications in Butte County	5-3
Figure 5-3	Article 4 Farebox Recovery Ratio Requirements	5-5
Figure 5-4	Summary of Article 4 and Article 8 Eligibility by Jurisdict	ion 5-10
Figure 5-5	Jurisdiction Decision Tree	5-13
Figure 10-1	PUC Section Under Which to File LTF Claims	10-5
Figure 10-2	PUC and CCR Section Under Which to File STA Claims	10-6
Figure 10-3	Eligibility and Claim Requirements	10-10
Figure 10-4	Claim Process Timeline	10-11