



Date: January 14, 2025

Honorable Mayor and Council Members:

Author and title: Danielle McHugh, Transportation Program Analyst

Title: **Caltrans Sustainable Transportation Planning Grant Program Application for a Town Active Transportation Plan**

Jen Callaway, Town Manager

Recommended Action: Town Council adopt Resolution 2025-01 requesting Caltrans Sustainable Transportation Planning Grant Program Funds and authorize the Mayor to sign the letter of support for this application.

Discussion: The California Department of Transportation recently released the call for projects for the Fiscal Year 2025-26 Sustainable Transportation Planning Grant Program, which provides a total of \$37 million for transportation planning projects statewide. The Sustainable Transportation Planning Grant Program includes Sustainable Communities Grants (\$29.5 million), dedicated to funding local and regional multimodal transportation and land use planning projects that further the region's RTP Sustainable Communities Strategy (where applicable), contribute to the State's GHG reduction targets, address the needs of under-resourced communities, and assist in achieving the Caltrans Mission and Grant Program Objectives.

Staff recommends submitting a grant application for the Development of a Town Active Transportation Plan, which will integrate and include updates to the Trails and Bikeways Master Plan. The purpose of this project is to develop a plan that will serve as a guide for continued development of trails, bikeways, and sidewalks, with a focus on filling in gaps of the existing trail system and better connecting neighborhoods to the Downtown core and other activity centers without the need for a vehicle. Development of the ATP is a vital step towards reaching our goals of improving access to multi-modal transportation options and reducing traffic congestion, while minimizing negative impacts on the environment. Staff believes the application for this planning grant will be competitive, as the Grant Program Objectives include Safety, Sustainability, Preservation, Accessibility, Innovation, Economy, Health, and Social Equity, all of which are addressed through the development of a comprehensive Active Transportation Plan.

If funded, the grant requires an 11.47 percent local match. The application is due January 22, 2025; award announcements are anticipated in the summer of 2025; work must begin no earlier than November 2025 and be completed no later than June 2028. The timeline for this grant aligns with the Council Priorities Work Plan, which identified this project as delayed due to limited staff resources with an estimated start date in late 2025 or 2026.

Staff recommends adoption of Resolution 2025-01 (**Attachment 1**), authorizing the grant applications and committing to the local match requirement (\$30,750). In addition, staff recommends that Council authorize the Mayor to submit a letter of support for this project. A draft letter of support is provided in **Attachment 2**.

Priority:

<input type="checkbox"/>	Enhanced Communication	<input type="checkbox"/>	Climate and Greenhouse Gas Reduction	<input type="checkbox"/>	Housing
<input checked="" type="checkbox"/>	Infrastructure Investment	<input type="checkbox"/>	Emergency and Wildfire Preparedness	<input checked="" type="checkbox"/>	Core Service

Fiscal Impact: The estimated project cost for developing the Town Active Transportation Plan, including updates to the Trails and Bikeways Master Plan is \$268,000. If successful, the grant will require an 11.47 percent match, therefore Staff recommends requesting \$237,250 in funding through this grant. The Town would provide the local match of \$30,750 through Measure U funds.

Public Communication: None beyond this staff report and associated agenda posting.

Attachments:

Attachment 1: Resolution 2025-01

Attachment 2: Draft Letter of Support