

# Active Transportation Program: A Forum to Strengthen Funding Applications

Funded By:



Hosted By:



a project facilitated by:  
COMMUNITY HEALTH  
IMPROVEMENT PARTNERS  
making a difference together



The San Diego County Childhood Obesity Initiative is a program of *Live Well San Diego: Healthy Works* and implemented by Community Health Improvement Partners. This work supports *Live Well San Diego*, the County vision for a region that is Building Better Health, Living Safely, and Thriving.

### Variable Clusters



# California Active Transportation Program (ATP)

Background and Application Process

# Background of the Program

- California Senate Bill 99 (September 2013)
- California Assembly Bill 101 (September 2013)
- California Senate Bill 1 (April 2017)
- Administered by CTC and Caltrans



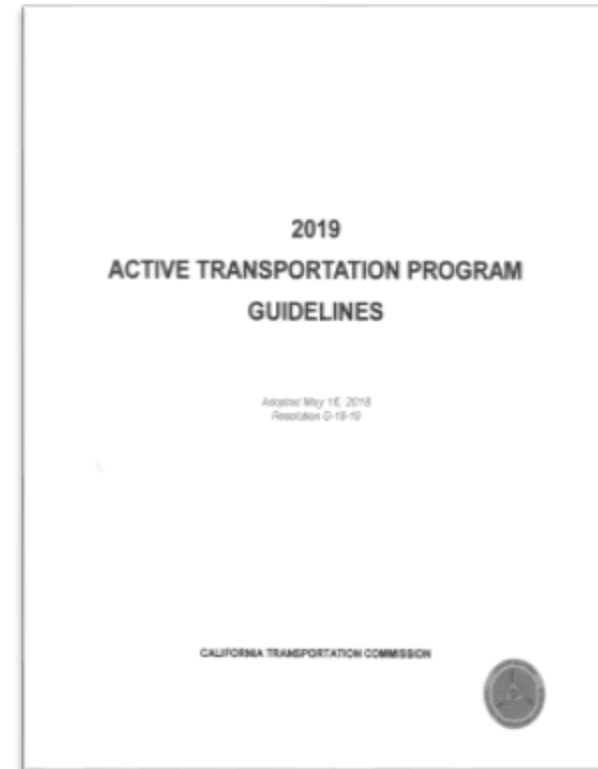


# Purpose & Goals

- Increase and attract active transportation users
- Provide facilities for walking and biking in urban, suburban, and rural portions of the state
- Provide connections between walking and biking facilities
- Be consistent with the SANDAG Regional Transportation Plan/Sustainable Communities Strategy

# ATP Guidelines

- Developed by the CTC for each cycle of the program
- Available on the CTC ATP webpage:  
<http://www.catc.ca.gov/programs/atp/>



# Local Assistance Procedure Guide (LAPG)

- Chapter 22: Active Transportation Program (ATP)
- Developed by Caltrans to administer the ATP
- Available on the Caltrans LAPG webpage:
- <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapg.htm>

Local Assistance Program Guidelines	Chapter 22
Table of Contents	Active Transportation Program
<b>CHAPTER 22 ACTIVE TRANSPORTATION PROGRAM</b>	
<b>CONTENTS</b>	
<b>Section/Subject</b>	<b>Page Number</b>
<b>CONTENTS</b>	<b>3</b>
<b>22.1 INTRODUCTION</b>	<b>3</b>
Program Purpose and Goals	3
<b>22.2 RULES AND RESPONSIBILITIES</b>	<b>3</b>
<b>22.3 FUNDING</b>	<b>3</b>
Introduction	4
Minimum Requirements for Funds	4
Federal Only and Federal Funds	4
Fund Transfer Eligibility	4
Match Requirements	4
Program Reimbursement Component Request for Funds Only	5
Reimbursement	5
Use of ATP Funds	5
<b>22.4 ELIGIBLE APPLICANTS</b>	<b>5</b>
Master Agreements	6
Partnerships with Implementing Agencies	6
<b>22.5 ELIGIBLE PROJECTS AND ELEMENTS</b>	<b>6</b>
<b>22.6 UNELIGIBLE PROJECTS AND ELEMENTS</b>	<b>6</b>
Fund Eligibility Evaluation Process	12
<b>22.7 PROJECT FUND REQUIREMENTS</b>	<b>12</b>
Design and Aesthetics Components and Funding	12
Safe Routes to School (SRTS) Projects	12
Active Transportation Research Center (ATRC)	12
Recreational Trails Program (RTP)	13
<b>22.8 APPLICATION</b>	<b>14</b>
<b>22.9 PROJECT SCORING</b>	<b>14</b>
<b>22.10 PROJECT SELECTION PROCESS</b>	<b>14</b>
<b>22.11 PROJECT PROGRAMMING</b>	<b>16</b>
<b>22.12 PROJECT IMPLEMENTATION</b>	<b>16</b>
Eligibility Determination	17
Allocation of Federal Funds	17
Request for Authorization (RFA) to Proceed: Federal Funds	18
Allocation of State Funds	18
California State and Qualified Community Conservation Corps	17
Agencies are reminded that if they choose to not partner with the CCCC or CALCT, after submitting they would do so will be indirectly warned	17
Agencies are reminded that if they choose to not partner with the CCCC or CALCT, after submitting they would do so will be indirectly warned	17
<b>22.13 PROGRAMMING</b>	<b>17</b>
Eligible Projects	17
Page 1 of 11	
February 3, 2017	

# Regional ATP Guidelines

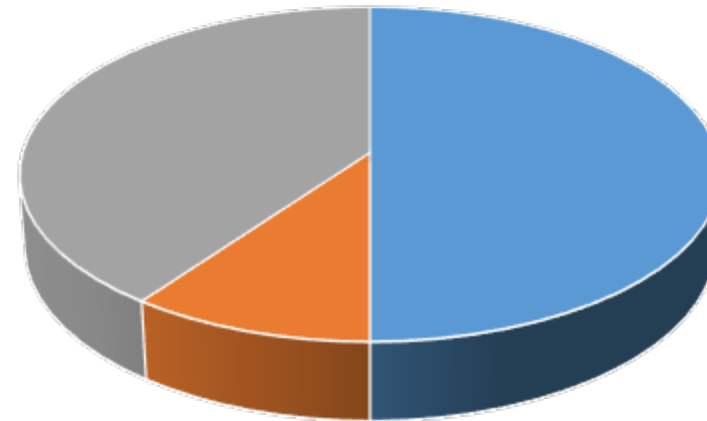
- Developed by SANDAG for each cycle of the program
- Available on the SANDAG ATP webpage:  
[www.sandag.org/atpfunding](http://www.sandag.org/atpfunding)





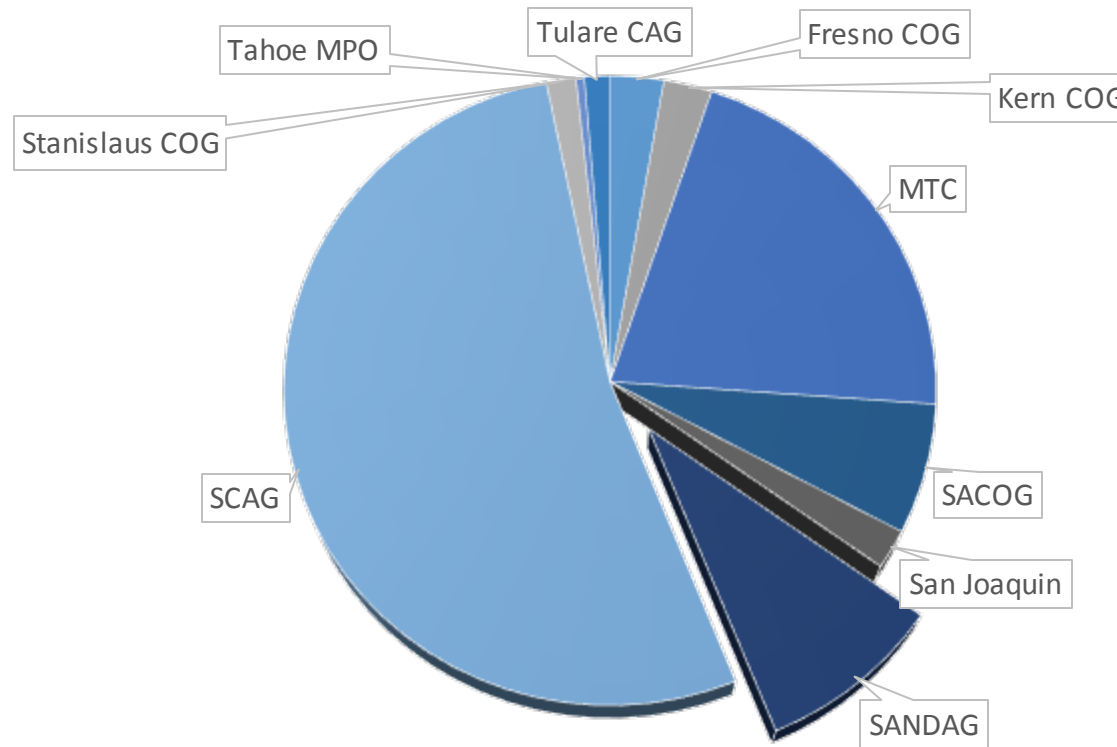
# 3 Program Components

- Statewide Component (50%)
- Small Urban/Rural Component (10%)
- Regional Component (40%)



- Statewide Component
- Small Urban/Rural Component
- Regional Component

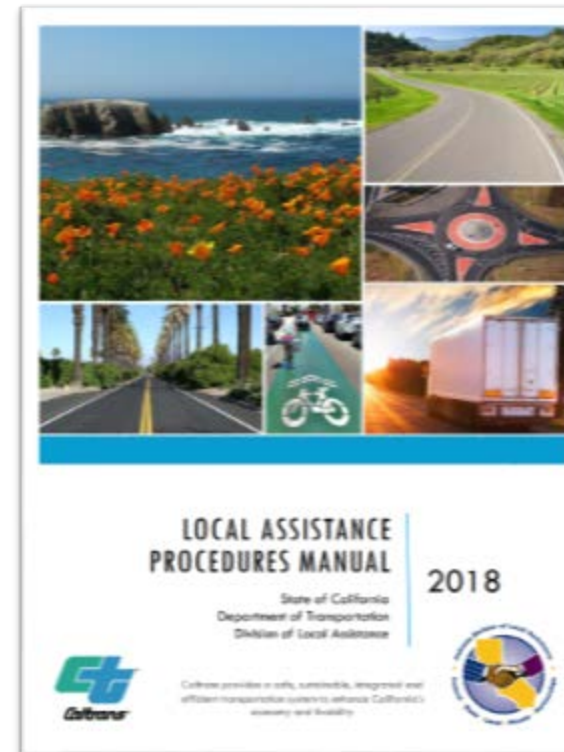
# Regional Component Share



# Federal & State Funding Sources and Requirements

# Federal Funding

- Sources: Recreation trails, formerly Transportation Alternatives Program (TAP), and other misc. federal funds
- Projects must be federal-aid eligible.
- Compliance with:
  - Title 23 of the U.S. Code of Federal Regulations
  - Caltrans Local Assistance Procedures Manual (LAPM)
  - Caltrans Master Agreement



# Federal Funding (cont.)

- Must be programmed in the [SANDAG Regional Transportation Improvement Program](#) (RTIP)
- CEQA and NEPA compliance and documentation is required
- Applicants may not proceed with the final design of a project or request "Authorization to proceed with Right-of-Way" or "Authorization to proceed with Construction" until Caltrans has signed a Categorical Exclusion, a Finding of No Significant Impact, or a Record of Decision.

# State Funding

- Sources: State Highway Account, and Road Maintenance and Rehabilitation Account (RMRA or SB1)
- State-only funding requests must be submitted with the ATP application.
- Projects may be designated as state-only funded by the CTC at the time the project is programmed





# Disadvantaged Communities (DAC) Requirement

# DAC Definition

- Median Household Income (MHI) is less than 80% of the statewide median, based on the current census tract data from the 2012-2016 American Community Survey
- Area defined as among the most disadvantaged 25% in the state according to CalEnviroScreen 3.0 scores
- At least 75% of public school students in the project area are eligible to receive free or reduced-price meals under the National School Lunch Program
  - The project must be located within 2 miles of the schools
  - The application must demonstrate how the project benefits the school students in the project area
- SANDAG Regional Transportation Plan definition – minority, low-income, and senior populations
  - Minority: black, Hispanic, Asian American, American Indian, Alaskan Native
  - Low Income: income levels below 200% of the Federal Poverty Rate
  - Senior: anyone 75 years or older
- Native American Tribal Lands: projects located within federally recognized tribal lands (typically within the boundaries of a reservation)

# DAC Qualification Requirements

- The project must:
  - Be located within or be within a reasonable proximity to the disadvantaged community served by the project
  - Have a direct connection to the disadvantaged community, or
  - Be an extension or a segment of a larger project that connects to or is directly adjacent to the disadvantaged community

# Eligibility Requirements

# Eligible Applicants

- Local, regional, state agencies (cities, counties, MPOs)
- Caltrans
- Transit agencies
- Natural resources or public land agencies (responsible for natural resource or public land administration)
  - State or local park or forest agencies
  - State or local fish and game or wildlife agencies
  - Department of the Interior land management agencies
  - US Forest Service
- Public schools or school districts
- Tribal governments
  - Funding is transferred through the BIA
  - CTC requires separate allocations for each phase (transfers occur after each allocation)
  - ATP reporting requirements still apply
- Private non-profit tax-exempt organizations (recreation trail projects only)

# Eligible Project Types

- Infrastructure: projects for environmental, design, right-of-way, and construction of a capital project
- Non-Infrastructure: Education, encouragement, and enforcement activities
- Infrastructure Projects with Non-Infrastructure Components
- Plans: community-wide bicycle, pedestrian, safe routes to school, or active transportation plans that encompass or are predominantly located in a disadvantaged community
  - Maximum of 2% of regional funds can be used to fund plan projects



# Use of Conservation Corps

- Required by ATP Guidelines for certain projects (plans are excluded)
- Considered in the application scoring process – applicants will lose points if they do not seek corps participation
- Need to reach out to both the California Conservation Corps (CCC) and the local corps (Urban Corps of San Diego) for their participation
  - Will respond within 5 days
- Corps information must be included with the application



# Funding Restrictions

- ATP funds cannot supplant other committed funds and are not available to fund cost increases.
- Projects that are already fully funded or projects that are a capital improvement required as a condition for private development approval or permits are not eligible for ATP funding.

# Matching/Leveraging Funds

- Are not required
- Matching funds: additional funds that are dedicated to the ATP project and will be used for any eligible ATP expenses
- Leveraging funds: additional funds the applicant can secure on behalf of the project and will be used for any project-related expenses, even if they are ineligible under the ATP
  - Funds cannot be from any of the CTC's competitive funding programs (Solutions for Congested Corridors Program, Trade Corridor Enhancement Program, Local Partnership Program, or Active Transportation Program)

# ATP Milestones

# Results of Prior ATP Cycles

- 5 years of funding (2014-2015 through 2020-2021)
- Total funding available: \$1.49B
- Statewide Component: \$746M (total statewide)
  - 24 San Diego projects received funds
- Regional Component: \$48.2M
  - 18 projects received funds

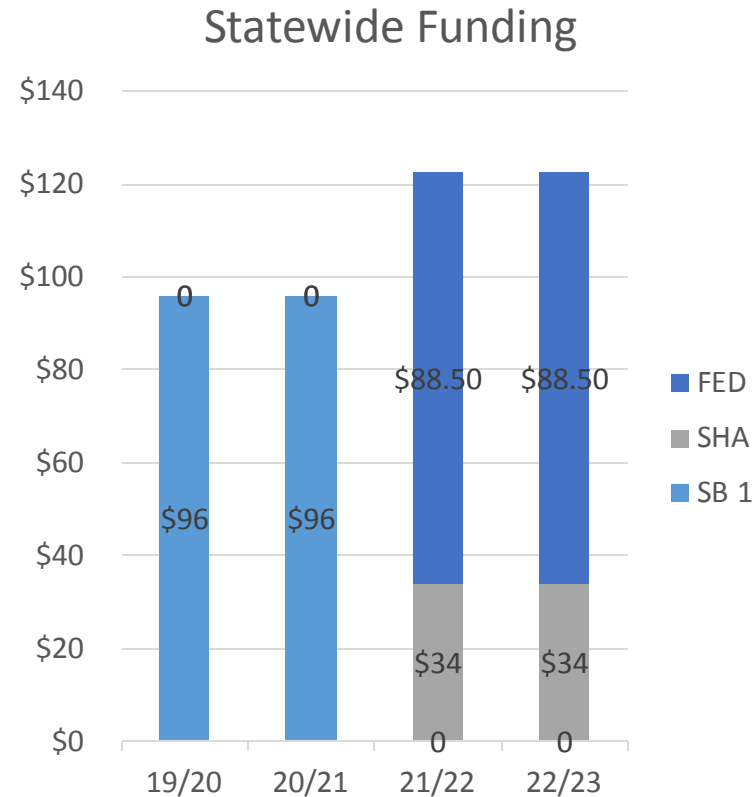


# Cycle 4 Call for Projects



# Available Funding

- 4 fiscal years:
  - 2019-2020
  - 2020-2021
  - 2021-2022
  - 2022-2023
- Total funding available: \$890M
  - Statewide Component: \$439.5M
  - San Diego Regional Component: \$15.87M



# Important Dates - Statewide

CTC adoption of ATP Guidelines	5/16/2018
Estimated available funding released	5/16/2018
Statewide Call for Projects released	5/16/2018
ATP Workshop at Caltrans	6/20/2018
Application submittal deadline for Statewide Competition	7/31/2018
CTC staff recommendation of projects for Statewide Competition	12/31/2018
CTC approval of recommended projects for Statewide Competition	January 2019
CTC adoption of ATP Guidelines	5/16/2018
Estimated available funding released	5/16/2018

# Important Dates - Regional

Regional ATP guidelines considered by SANDAG Board of Directors	6/22/2018
CTC considers SANDAG Regional Guidelines for approval	8/15/2018
Regional Call for Projects released	8/17/2018
Application submittal deadline for Regional Competition	9/28/2018
Scoring and ranking of Regional Competition applications	10/8/2018-1/4/2019
TransNet Swap coordination with applicants (if applicable) for Regional Competition	1/7/2019-1/18/2019
SANDAG Independent Taxpayer Oversight Committee (ITOC) reviews TransNet/ATP Swap concept (if applicable)	2/13/2019
Deadline for Applicants to submit Resolution	2/1/2019
Publication of recommended ranked project list (through posting of Transportation Committee Agenda) for Regional Competition	2/8/2019

# Application Requirements

- **Statewide application by 7/31/2018**
  - Available on the Caltrans ATP webpage: <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-4.html>
- **Regional ATP supplemental questionnaire by 9/28/2018**
  - Available on the SANDAG ATP webpage: [www.sandag.org/atpfunding](http://www.sandag.org/atpfunding)

# Statewide Application

# Statewide Application

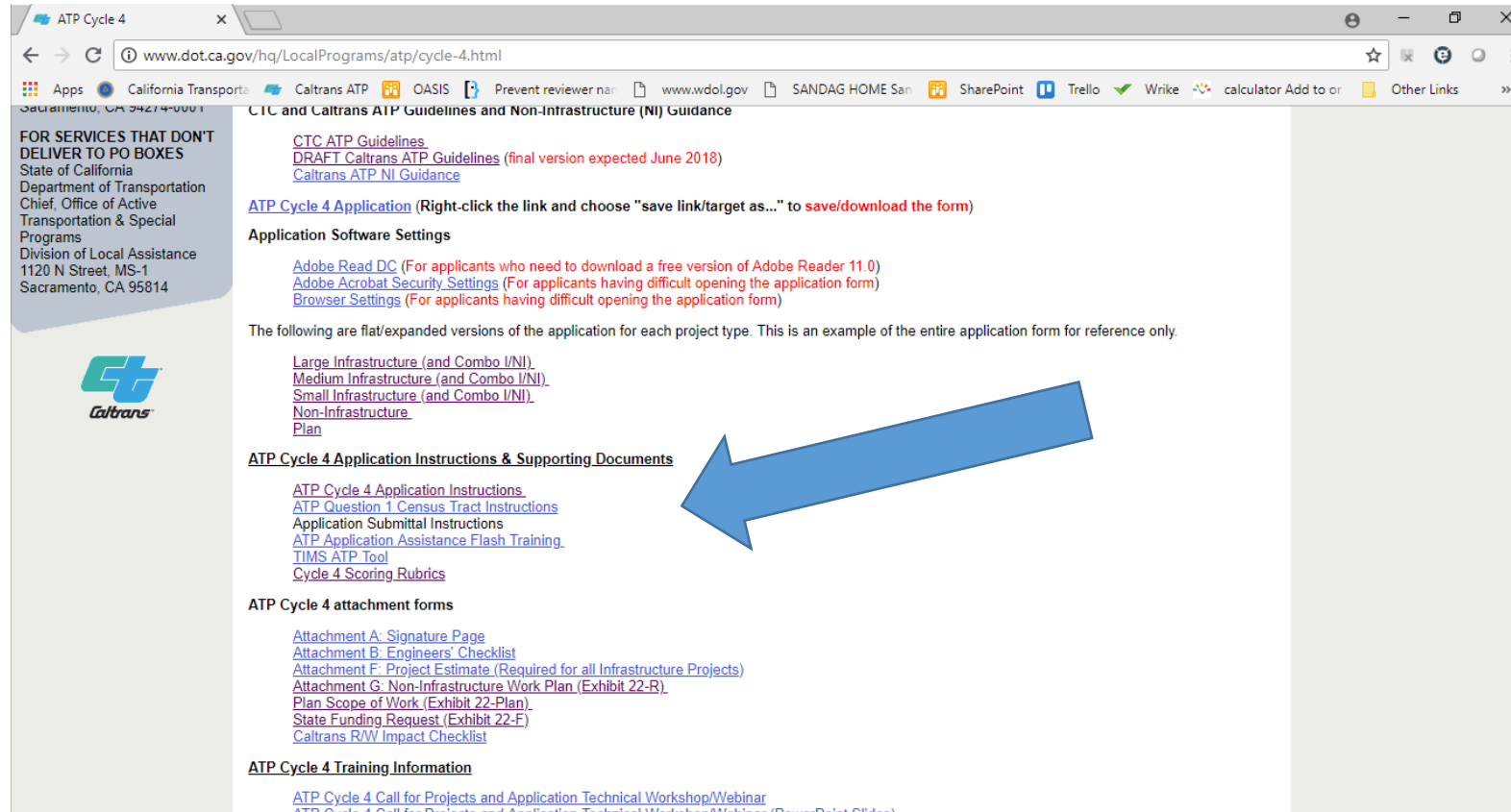
The screenshot shows a web browser window with the URL [www.dot.ca.gov/hq/LocalPrograms/atp/cycle-4.html](http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-4.html). The page is titled "ATP Cycle 4" and is part of the "CALTRANS DIVISION OF LOCAL ASSISTANCE". The navigation bar includes links for Home, Travel, Business, Engineering, News, Maps, Jobs, About Caltrans, Online Service, A to Z, and Contact Us. The main content area is titled "ATP Cycle 4 Call-for-Projects" and includes a note: "NOTE: Links on this web page will be activated as ATP Cycle 4 information becomes available or is developed." Below this, a table lists the major milestones for the development and adoption of the 2019 ATP Cycle 4:

Milestone	Timeline
Call for projects	May 16, 2018
Caltrans Training on Cycle 4 and the new application forms	May 21, 2018
Project applications to Caltrans (postmark date)	July 31, 2018
Staff recommendation for statewide and small urban and rural portions of the program posted	December 31, 2018
Commission adopts statewide and small urban and rural portions of the program	January 2019*
Deadline for MPO Draft project programming recommendations to the Commission	February 15, 2019
Commission adopts MPO selected projects	June 2019*

Below the table, the page provides "ATP Cycle 4 Application Information" and "CTC and Caltrans ATP Guidelines and Non-Infrastructure (NI) Guidance". A blue arrow points to the "ATP Cycle 4 Application" link, which is described as: "ATP Cycle 4 Application (Right-click the link and choose 'save link/target as...' to save/download the form)". The page also includes a "MAILING ADDRESS" section for the State of California, Department of Transportation, and a "FOR SERVICES THAT DON'T DELIVER TO PO BOXES" section. The footer of the page includes the "MOVE OVER" logo and the date "6/19/2018".



# Application Submittal Instructions & Training



The screenshot shows a web browser window with the URL [www.dot.ca.gov/hq/LocalPrograms/atp/cycle-4.html](http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-4.html). The page title is "ATP Cycle 4". On the left, there is a sidebar with contact information for the State of California Department of Transportation and the Caltrans logo. The main content area is titled "CTC and Caltrans ATP Guidelines and Non-Infrastructure (NI) Guidance". It includes links to "CTC ATP Guidelines", "DRAFT Caltrans ATP Guidelines (final version expected June 2018)", and "Caltrans ATP NI Guidance". Below these, there is a section for "ATP Cycle 4 Application" with instructions to right-click the link and choose "save link/target as..." to save/download the form. The "Application Software Settings" section lists links for "Adobe Reader DC", "Adobe Acrobat Security Settings", and "Browser Settings". A paragraph states: "The following are flat/expanded versions of the application for each project type. This is an example of the entire application form for reference only." This is followed by links for "Large Infrastructure (and Combo I/NI)", "Medium Infrastructure (and Combo I/NI)", "Small Infrastructure (and Combo I/NI)", "Non-Infrastructure", and "Plan". A blue arrow points to the "ATP Cycle 4 Application Instructions & Supporting Documents" section, which contains links for "ATP Cycle 4 Application Instructions", "ATP Question 1 Census Tract Instructions", "Application Submittal Instructions", "ATP Application Assistance Flash Training", "TIMS ATP Tool", and "Cycle 4 Scoring Rubrics". Below this is the "ATP Cycle 4 attachment forms" section with links for "Attachment A: Signature Page", "Attachment B: Engineers' Checklist", "Attachment F: Project Estimate (Required for all Infrastructure Projects)", "Attachment G: Non-Infrastructure Work Plan (Exhibit 22-R)", "Plan Scope of Work (Exhibit 22-Plan)", "State Funding Request (Exhibit 22-F)", and "Caltrans R/W Impact Checklist". The final section is "ATP Cycle 4 Training Information" with links for "ATP Cycle 4 Call for Projects and Application Technical Workshop/Webinar" and "ATP Cycle 4 Call for Projects and Application Technical Workshop/Webinar (PowerPoint Slides)".

FOR SERVICES THAT DON'T DELIVER TO PO BOXES  
State of California  
Department of Transportation  
Chief, Office of Active Transportation & Special Programs  
Division of Local Assistance  
1120 N Street, MS-1  
Sacramento, CA 95814

Caltrans

CTC and Caltrans ATP Guidelines and Non-Infrastructure (NI) Guidance

[CTC ATP Guidelines](#)  
[DRAFT Caltrans ATP Guidelines](#) (final version expected June 2018)  
[Caltrans ATP NI Guidance](#)

[ATP Cycle 4 Application](#) (Right-click the link and choose "save link/target as..." to **save/download the form**)

**Application Software Settings**

[Adobe Reader DC](#) (For applicants who need to download a free version of Adobe Reader 11.0)  
[Adobe Acrobat Security Settings](#) (For applicants having difficult opening the application form)  
[Browser Settings](#) (For applicants having difficult opening the application form)

The following are flat/expanded versions of the application for each project type. This is an example of the entire application form for reference only.

[Large Infrastructure \(and Combo I/NI\)](#)  
[Medium Infrastructure \(and Combo I/NI\)](#)  
[Small Infrastructure \(and Combo I/NI\)](#)  
[Non-Infrastructure](#)  
[Plan](#)

**ATP Cycle 4 Application Instructions & Supporting Documents**

[ATP Cycle 4 Application Instructions](#)  
[ATP Question 1 Census Tract Instructions](#)  
[Application Submittal Instructions](#)  
[ATP Application Assistance Flash Training](#)  
[TIMS ATP Tool](#)  
[Cycle 4 Scoring Rubrics](#)

**ATP Cycle 4 attachment forms**

[Attachment A: Signature Page](#)  
[Attachment B: Engineers' Checklist](#)  
[Attachment F: Project Estimate \(Required for all Infrastructure Projects\)](#)  
[Attachment G: Non-Infrastructure Work Plan \(Exhibit 22-R\)](#)  
[Plan Scope of Work \(Exhibit 22-Plan\)](#)  
[State Funding Request \(Exhibit 22-F\)](#)  
[Caltrans R/W Impact Checklist](#)

**ATP Cycle 4 Training Information**

[ATP Cycle 4 Call for Projects and Application Technical Workshop/Webinar](#)  
[ATP Cycle 4 Call for Projects and Application Technical Workshop/Webinar \(PowerPoint Slides\)](#)

# Statewide Submittal Requirements

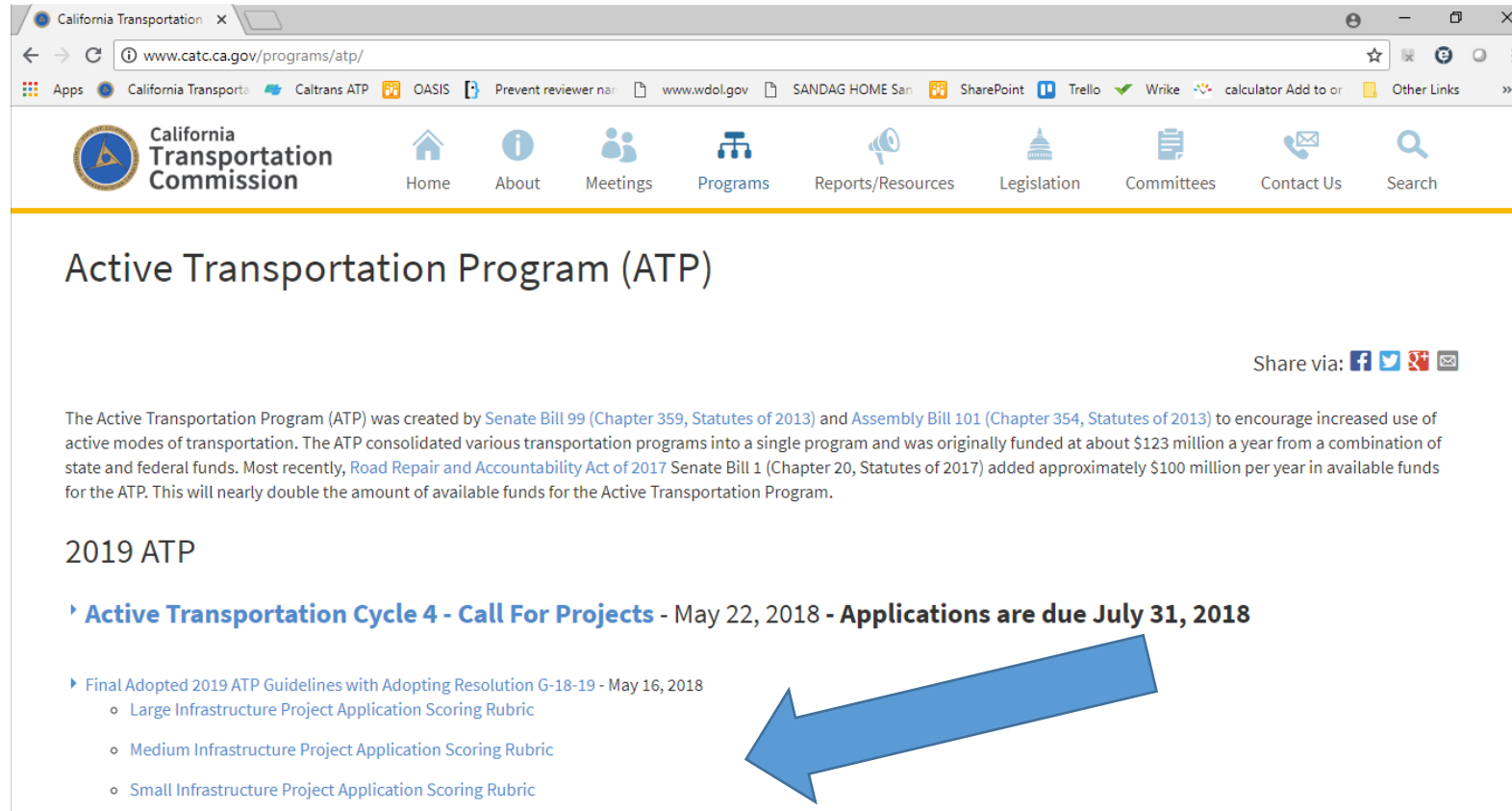
- One electronic copy submitted through the electronic process (the online PDF).
- Five hard copies (one original and four copies) submitted to Caltrans Division of Local Assistance
- **All projects must be submitted through the statewide component – no new projects will be considered in the regional call for projects**
- Please submit an electronic copy of your application to SANDAG via Jenny Russo
  - Large submittals can be submitted via WeTransfer:  
<https://sandag.wetransfer.com>

# Evaluating Statewide Applications

# Statewide Evaluation Process

- Eligibility screen
- Qualitative evaluation (evaluation panel scores)
- Initial scores
- Disadvantaged communities adjustment (if needed)
- Final scores and project contingency list

# Statewide Scoring Rubrics



California Transportation Commission

Home About Meetings Programs Reports/Resources Legislation Committees Contact Us Search

## Active Transportation Program (ATP)

Share via: [Facebook](#) [Twitter](#) [LinkedIn](#) [Email](#)

The Active Transportation Program (ATP) was created by [Senate Bill 99 \(Chapter 359, Statutes of 2013\)](#) and [Assembly Bill 101 \(Chapter 354, Statutes of 2013\)](#) to encourage increased use of active modes of transportation. The ATP consolidated various transportation programs into a single program and was originally funded at about \$123 million a year from a combination of state and federal funds. Most recently, [Road Repair and Accountability Act of 2017](#) Senate Bill 1 (Chapter 20, Statutes of 2017) added approximately \$100 million per year in available funds for the ATP. This will nearly double the amount of available funds for the Active Transportation Program.

### 2019 ATP

- ▶ **Active Transportation Cycle 4 - Call For Projects** - May 22, 2018 - **Applications are due July 31, 2018**
- ▶ Final Adopted 2019 ATP Guidelines with Adopting Resolution G-18-19 - May 16, 2018
  - [Large Infrastructure Project Application Scoring Rubric](#)
  - [Medium Infrastructure Project Application Scoring Rubric](#)
  - [Small Infrastructure Project Application Scoring Rubric](#)

# Statewide Scoring Rubrics

- One set for each application type:
  - Large Infrastructure
  - Medium Infrastructure
  - Small Infrastructure
  - Non-Infrastructure
  - Plan
- Use them to prepare your application!

**2019 Active Transportation Program  
Large Infrastructure  
Scoring Rubric**

**QUESTION #1: DISADVANTAGED COMMUNITIES (5-10 POINTS)**

This project does not qualify as a Disadvantaged Community.  
If the project does not qualify as a Disadvantaged Community, applicants will skip the question and move into question 2.

**Special Instructions & Expectations for Evaluators:**  
If the applicant checked the box for "This project does not qualify as a Disadvantaged Community" the evaluator will not evaluate sub-questions C, D and E. The score for Question #1 will be zero "0" if the box is checked.

**A. Map of Project Boundaries, Access and Destination (3 points): Required**  
Provide a scaled map showing the boundaries of the proposed project, the geographic boundaries of the disadvantaged community, and disadvantaged community access points) and demonstrate that the project is benefiting.

**B. Identification of Disadvantaged Community (3 points):**  
Select one of the following 4 options. Must provide information for all Census Tract Block Group/Precinct that the project affects:

- Median Household Income
- Children/Screen
- Free or Reduced Price School Meals - Applicants using this measure must demonstrate how the project benefits the school children in the project area.
- Other

**C. Direct Benefit (3-4 points):**

1. Explain how the project closes a gap, provides connections to, or addresses a deficiency in an active transportation network or meets an important community need.
2. Explain how the disadvantaged community residents will have physical access to the project.
3. Describe and provide documentation how the project was requested or supported by the disadvantaged community residents. Provide documentation of how the local residents and community groups were engaged for input on community and household needs and of any support from local community based organizations and/or residents.

**Special Instructions & Expectations for Evaluators:**  
Sub-questions A & B do not receive any points.

- If the applicant does not check the box "This project does not qualify as a Disadvantaged Community" they are required to provide the required project maps) and provide the DAC information as required in 222 A & B.
- The evaluator should verify that the required information in both A & B is provided and complete. If the evaluator determines the information is incomplete, inconsistent, or has been manipulated to maximize the DAC criteria they should note this in their evaluation comments and score Question 1 accordingly.

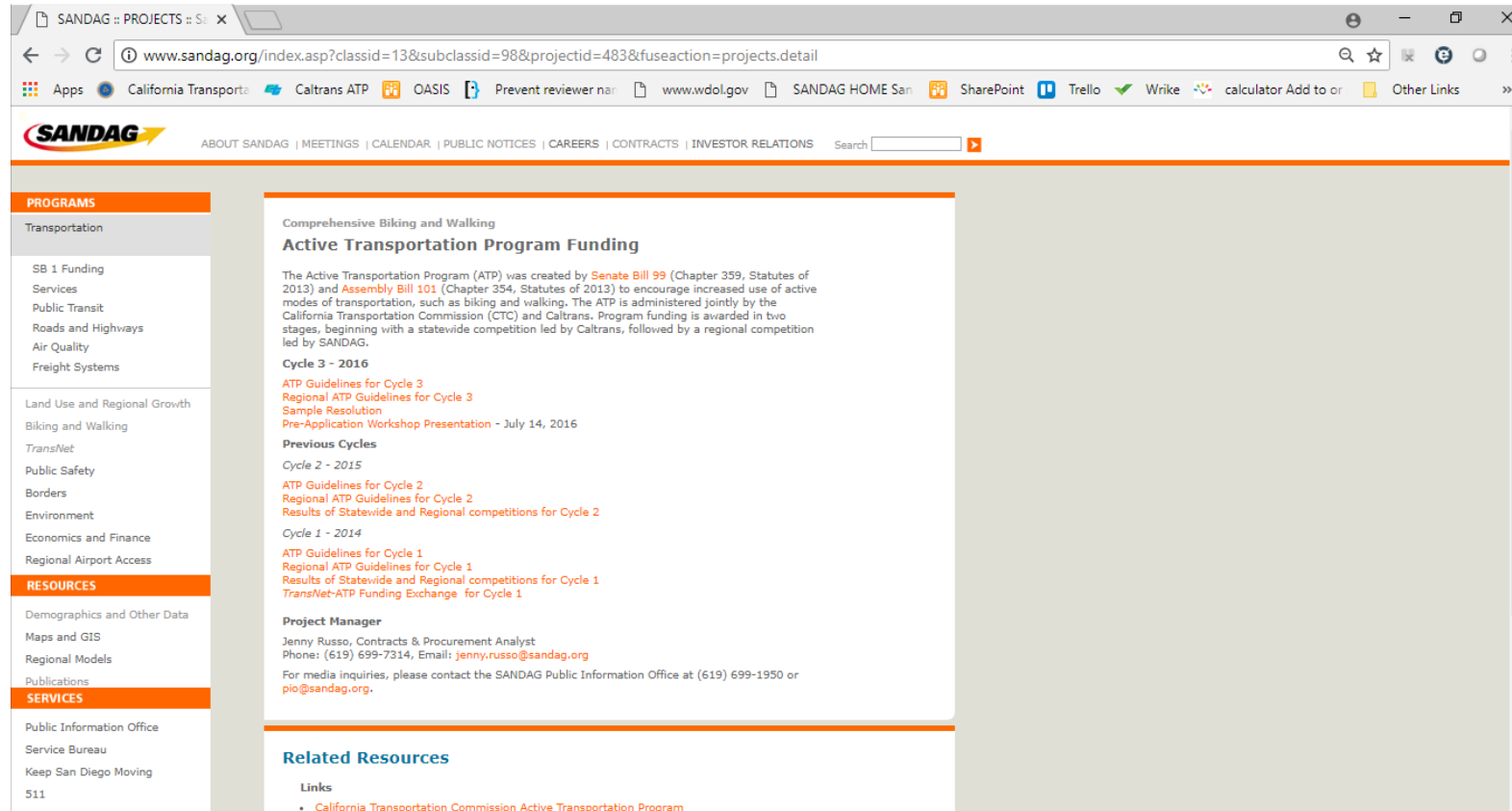
When evaluating the first part of sub-question C, "Explain how the project closes a gap, provides connections to, or addresses a deficiency in an active transportation network or meets an important community need," the evaluator should consider:

- Does the project provide reasonable improvements to close existing gaps, increase needed routes or connections (such as access to and/or community safety for disadvantaged community residents to parks, greenways, open space, health care centers, transit stops, and other community assets) or addresses the poor conditions of an existing route.

11

# Regional Application

# SANDAG ATP Webpage



The screenshot shows a web browser window displaying the SANDAG ATP webpage. The browser's address bar shows the URL: [www.sandag.org/index.asp?classid=13&subclassid=98&projectid=483&fuseaction=projects.detail](http://www.sandag.org/index.asp?classid=13&subclassid=98&projectid=483&fuseaction=projects.detail). The browser's taskbar includes icons for Apps, California Transportation, Caltrans ATP, QASIS, Prevent reviewer, www.wdol.gov, SANDAG HOME, SharePoint, Trello, Wrike, calculator, and Other Links.

The webpage features the SANDAG logo and a navigation menu with links: ABOUT SANDAG, MEETINGS, CALENDAR, PUBLIC NOTICES, CAREERS, CONTRACTS, and INVESTOR RELATIONS. A search bar is also present.

The main content area is titled "Active Transportation Program Funding" and includes the following text:

**Comprehensive Biking and Walking**

**Active Transportation Program Funding**

The Active Transportation Program (ATP) was created by [Senate Bill 99](#) (Chapter 359, Statutes of 2013) and [Assembly Bill 101](#) (Chapter 354, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking. The ATP is administered jointly by the California Transportation Commission (CTC) and Caltrans. Program funding is awarded in two stages, beginning with a statewide competition led by Caltrans, followed by a regional competition led by SANDAG.

**Cycle 3 - 2016**

[ATP Guidelines for Cycle 3](#)  
[Regional ATP Guidelines for Cycle 3](#)  
[Sample Resolution](#)  
[Pre-Application Workshop Presentation](#) - July 14, 2016

**Previous Cycles**

**Cycle 2 - 2015**

[ATP Guidelines for Cycle 2](#)  
[Regional ATP Guidelines for Cycle 2](#)  
[Results of Statewide and Regional competitions for Cycle 2](#)

**Cycle 1 - 2014**

[ATP Guidelines for Cycle 1](#)  
[Regional ATP Guidelines for Cycle 1](#)  
[Results of Statewide and Regional competitions for Cycle 1](#)  
[TransNet-ATP Funding Exchange](#) for Cycle 1

**Project Manager**

Jenny Russo, Contracts & Procurement Analyst  
Phone: (619) 699-7314, Email: [jenny.russo@sandag.org](mailto:jenny.russo@sandag.org)  
For media inquiries, please contact the SANDAG Public Information Office at (619) 699-1950 or [pio@sandag.org](mailto:pio@sandag.org).

**Related Resources**

**Links**

- [California Transportation Commission Active Transportation Program](#)



# Regional ATP Supplemental Questionnaire

- Non-Infrastructure Projects
  - Innovation
- Infrastructure Projects
  - Project Readiness – Completion of Major Milestones
  - Linkages to Bicycle, Pedestrian, and Transit Networks
  - Effectiveness and Comprehensiveness of Proposed Project
  - Complementary Programs
  - Innovation



The image shows a screenshot of a document titled "REGIONAL ATP SUPPLEMENTAL QUESTIONNAIRE". The document is a form for applicants seeking funding for regional ATP projects. It includes instructions and a list of questions. The questions are organized into two main sections: "Non-Infrastructure Projects" and "Infrastructure Projects". The "Infrastructure Projects" section includes questions about project readiness, linkages to bicycle, pedestrian, and transit networks, effectiveness and comprehensiveness of the proposed project, complementary programs, and innovation. The form is a PDF document with a white background and black text. The title is in green. The instructions are in black. The questions are in blue. The form is a PDF document with a white background and black text. The title is in green. The instructions are in black. The questions are in blue.

**REGIONAL ATP SUPPLEMENTAL QUESTIONNAIRE**

Applicants that would like to be considered for funding for the regional ATP competition must answer the following questions, as a supplement to the statewide application.

**Non-Infrastructure Projects**

- Innovation: Does the project propose innovative solutions that show the potential to serve as a replicable model to the region(s)?

**Infrastructure Projects**

- Project Readiness – Completion of Major Milestones  
Which of the following steps for the project have been completed?
  1. Community Active Transportation Strategy/Neighborhood-Level Plan/Corridor Study (
  2. Environmental Documentation/Certification
  3. Right-of-Way Acquisition
  4. Final Design
- Linkages to Bicycle, Pedestrian, and Transit Networks  
Provide a map that clearly illustrates the project's relationship to existing local and regional bicycle, pedestrian, and transit facilities. Specifically, note if the project closes any gaps in bicycle and pedestrian facilities.
- Effectiveness and Comprehensiveness of Proposed Project  
Describe the specific traffic calming, pedestrian, and bicycle treatments being proposed and why they are particularly suited to address the needs of the project area. Address how the traffic calming measures will benefit pedestrians and bicycles.
- Complementary Programs  
Describe any programs that complement the proposed infrastructure improvements, including awareness, education efforts, increased enforcement, bicycle parking, etc. and who will be implementing them. In order to achieve points, programs must be included in the scope of the project.
- Innovation  
Is this project an FDOT or state experimentation effort? Does the project propose innovative solutions that are included in the FHCTO Urban-Bikeway Design Guide or propose solutions that are new to the region(s)? Does the project leverage advanced technologies?

2018 Regional ATP Program Guidelines 14

# Evaluating Regional Applications

# Regional Evaluation Process

- Eligibility screen
- Quantitative Evaluation (GIS and formula-based scores)
- Qualitative evaluation (evaluation panel scores)
- Initial ranking
- Disadvantaged communities adjustment
- Final ranking and project contingency list

# Regional Evaluation Criteria

- Infrastructure Scoring Criteria

INFRASTRUCTURE PROJECTS

**INFRASTRUCTURE SCORING CRITERIA MATRIX**

Infrastructure projects will be scored and ranked on the basis of applicant responses to the Infrastructure Scoring Criteria Guidance.

Points calculated by SANDAG's Department of Data Analytics and Modeling or Contracts and Procurement staff are marked with an asterisk (\*).

No.	CATEGORY	CRITERIA	MAXIMUM POINTS POSSIBLE
1.*	DEMAND ANALYSIS	Factors contributing to score: population and employment, population and employment densities, intersection density, vehicle ownership, and activity centers. (up to 18 points)	Up to 18
2.	PROJECT CONNECTIONS		
A.*	Regional Bicycle Network	Will the project build or connect to the existing or planned Regional Bicycle Network?	Up to 8
B.*	Existing or Programmed Transit	<ul style="list-style-type: none"> <li>Bicycle improvement within 1/4 mile of a regional transit station (8 points)</li> <li>Pedestrian improvement within 1/4 mile of a local transit stop (2 points)</li> <li>Pedestrian improvement directly connects to a local transit stop (4 points)</li> <li>Pedestrian improvement within 1/2 mile of a regional transit station (4 points)</li> <li>Pedestrian improvement directly connects to a regional transit station (8 points)</li> </ul>	Up to 18
C.	Existing Bicycle Network	How well will the project close a gap between existing bicycle facilities?	Up to 10
D.	Existing Pedestrian Network	How well will the project close a gap in the existing pedestrian network?	Up to 10
3.	SAFETY AND QUALITY OF PROJECT		
A.	Safety and Access Improvements	Potential for increasing bicycle or pedestrian trips at location with documented safety hazard or accident history within the last seven years. Will the project create access or overcome barriers in an area where hazardous conditions prohibit safe access for bicyclists and pedestrians? Does the project create a new or safer crossing for bicyclists and/or pedestrians across railroad or trolley tracks?	Up to 18
B.	Impact and Effectiveness of Proposed Bicycle, Pedestrian, and/or Traffic Calming Measures	How well will the proposed traffic calming device, pedestrian improvements, and/or bicycle improvements address the identified need in the project area? Are the proposed solutions appropriate for the situation?	Up to 18

2019 Regional ATP Program Guidelines 36

# Regional Evaluation Criteria

- Non-infrastructure Scoring Criteria

NON-INFRASTRUCTURE PROJECTS

**NON-INFRASTRUCTURE SCORING CRITERIA MATRIX**

Non-infrastructure projects will be scored and ranked on the basis of applicant responses to the Non-Infrastructure Scoring Criteria Guidance. Points calculated by the SANDAG Department of Data Analytics and Modeling or Contracts and Procurement staff are marked with an asterisk (\*).

ID	CATEGORY	CRITERIA	MAXIMUM POINTS POSSIBLE	
			PLANS	SEA
17	General Goals			
		Factors contributing to score: population and employment, population and employment densities, intersection density, transit connectivity, and active travel.	Up to 20	10*
18	Alignment with ATR Objectives			
		How well does the proposed project align with the ATR objectives?	Up to 20	Up to 20
19	Comprehensiveness and Greenhouse Gas Emission Reductions			
A	Comprehensiveness	How comprehensive is the proposed project, plan, or program? Does the effort accompany an existing or proposed capital improvement program?	Up to 20	Up to 20
B	Greenhouse Gas Emission Reductions	Does the relevant local jurisdiction have an adopted a Climate Action Plan (CAP) and a Complete Streets Policy (or the equivalent)? How well will the proposed effort directly reduce greenhouse gas emissions such as through implementation of a CAP, parking strategies, advanced technologies, or other strategies?	Up to 10	Up to 10
20	Feasibility			
		How well will the planning process or proposed effort meet the demonstrated need and project goals?	Up to 20	Up to 20
21	Community Support			
		Does the planning process include an inclusive process? Does the project involve direct segments of the community and does it have broad and meaningful community support?	Up to 10	Up to 10
22	Equity			
		How well the project evaluates to effectiveness?	10*	Up to 20
23	Replicability			
		Does the project propose solutions that show the potential to serve as a replicable model to the region?	10*	Up to 10

2019 Regional ATR Program Guidelines 22

# DATA FOR YOUR ATP APPLICATION

6/20/2018



*a project facilitated by:*  
COMMUNITY HEALTH  
IMPROVEMENT PARTNERS  
*making a difference together*

The San Diego County Childhood Obesity Initiative is a program of *Live Well San Diego: Healthy Works* and implemented by Community Health Improvement Partners. This work supports *Live Well San Diego*, the County vision for a region that is Building Better Health, Living Safely, and Thriving.

## Free and publicly available data tools and sources

- Sociodemographic information for your targeted area
- Data on the built environment and community conditions
- Health data
- How to show potential impact

# What Type of Data Is Available?



## Demographic

- Population Size
- Race/Ethnicity
- Poverty



## Community

- Walkability
- Bikeability
- Access to transportation



## Health

- Obesity
- Asthma
- Accidents/Injuries



# Geographic Level

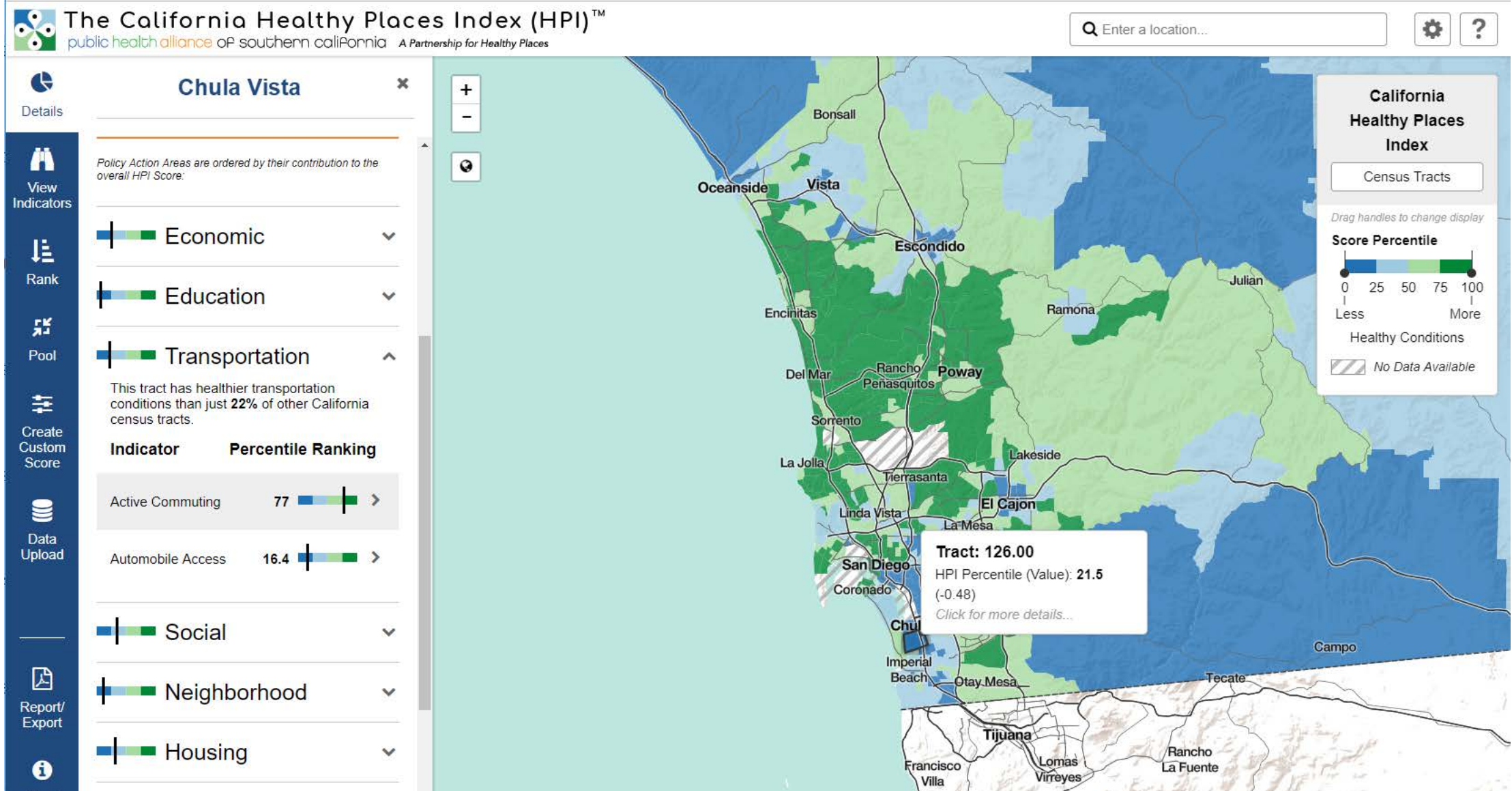
- County
- City
- ZIP code
- Subregional Area
- Census Tract
- School District / Individual School

# Healthy Places Index



- <https://map.healthyplacesindex.org/>
- Geographic: County, City, Elementary school district, Census tract
- Sociodemographic: Income, Employment, Poverty, Hardship
- Community/environment: Pollution, Transit access, Traffic density
- Health: Pedestrian injuries, Physical activity, Asthma, Obesity, High blood pressure, Coronary heart disease, Diabetes
- Webinar: <https://healthyplacesindex.org/launch-webinar/>

# Healthy Places Index



- <https://data.livewellsd.org/>
- Geographic: County, Health and Human Services Agency region, Subregional Area
- [2016 San Diego County Demographic Profiles](#)
  - Population size, Race/ethnicity, Poverty
- Death, Emergency Department Discharge, Hospitalization
  - Pedestrian Injuries
  - Asthma



# Live Well San Diego Data Portal

## Live Well San Diego Data Access Portal

This data access portal will take you to the most recent demographic, economic, behavioral, and health data available by communities in San Diego County.

Browse all of the data in the catalogue [here](#), or explore by category below.



Demographic Profiles



Non-Communicable  
(Chronic) Disease



Communicable Disease



Maternal and Child Health



Injury



Behavioral Health



Alzheimer's Disease and  
Other Dementias



Maps, Charts, Graphs,  
Reports and Resources

- DataQuest: <https://dq.cde.ca.gov/dataquest/>
- Demographic: County, School districts, Schools
- Sociodemographic: Race/ethnicity, Free and Reduced Price Meal eligibility
- Health Physical Fitness Test results
  - ✓ (Body Composition includes BMI measurement)

# California Department of Education



[CDE Home](#) | [Enrollment](#) and [Staffing](#) Data Files | [API Home](#) | [AYP Home](#) | [CAHSEE Home](#) | [CELDT Home](#) | [CAASPP Home](#) | [STAR](#) | [Testing Home](#)

**DataQuest** helps you find facts about California schools and districts.

To create a report: (1) select a Level, (2) select a Subject, and (3) click on the "Submit" button.

- [What's NEW?](#) DataQuest Change Log
- [What's in DataQuest?](#)
- [QuickQuest](#) lets you find answers fast!
- [Our Parents Page](#) is another way to find data.
- [Contact information for program related questions](#)
- [California School Directory](#)
- [Help on using DataQuest](#)
- [DataQuest Reporting Levels](#)
- [DataQuest Reporting Schedule](#)
- [Data Privacy](#)
- [Data Requests](#)

## 1. Select Level:

Level:

## 2. Select Subject:

Subject:

## 3. Click Submit:

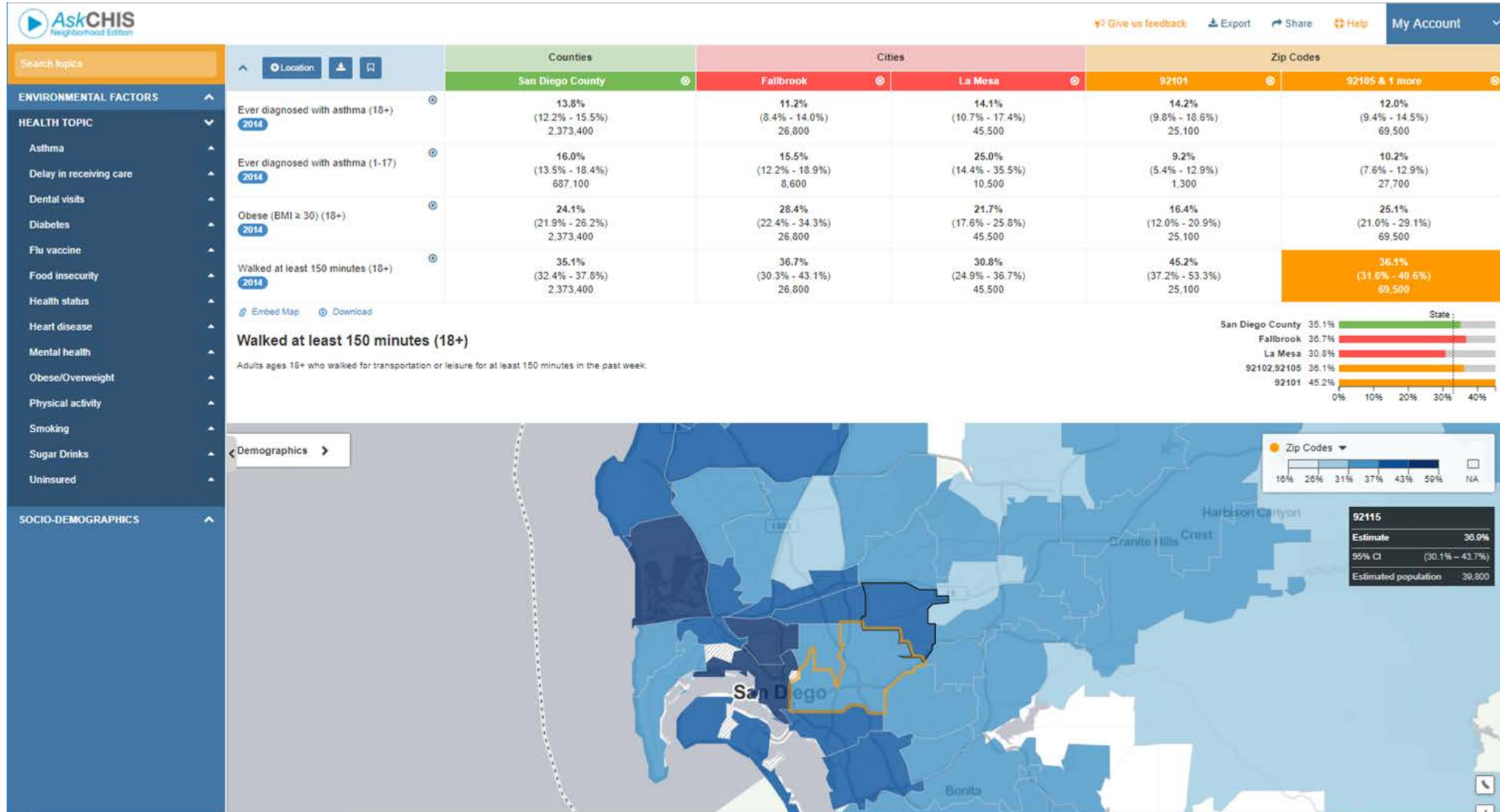
# Health Data: AskCHIS Neighborhood Edition



- <http://askchisne.ucla.edu> (need to create an account)
- Geographic: County, City, ZIP code, Legislative districts
- Health: Obesity, Asthma, Heart disease, Diabetes, Physical activity, Food insecurity
- Caveat: Limited to 2012 and 2014 data



# Health Data: AskCHIS Neighborhood Edition

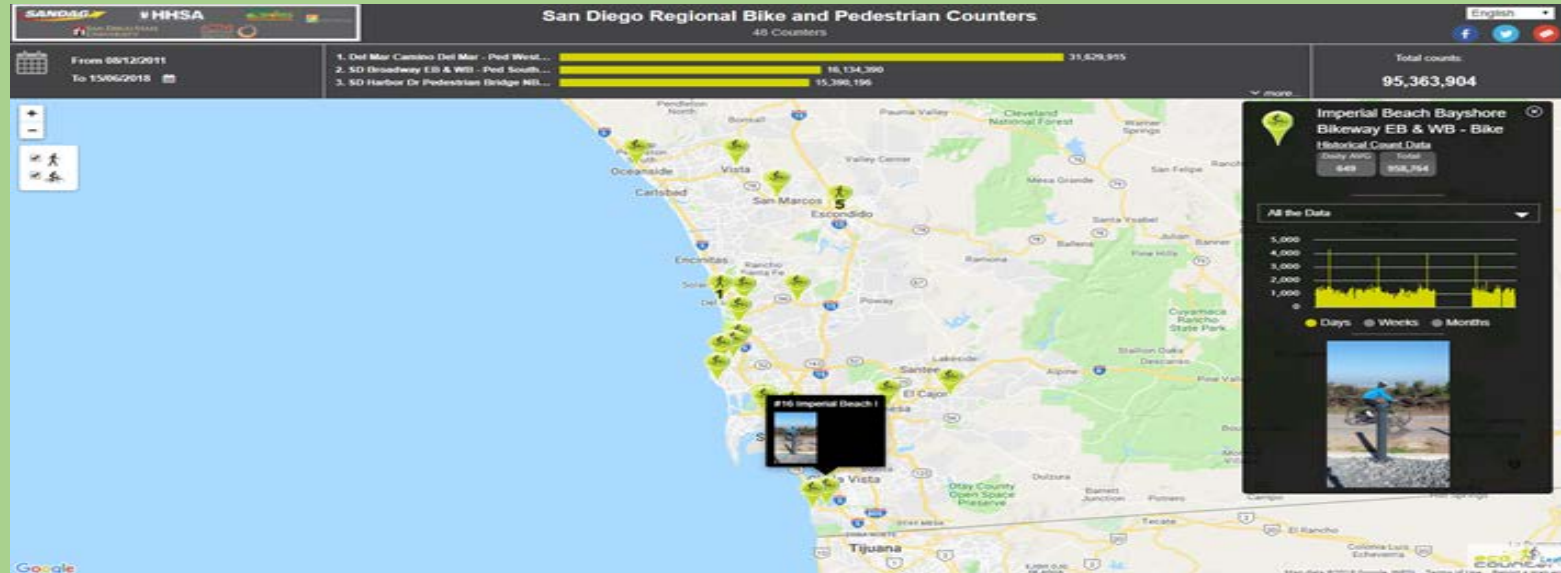


# Other data sources and tools

- Sociodemographic
  - ✓ SANDAG
    - [Data Surfer](#)
    - [Geographic Boundary Viewer](#)
  - ✓ US Census Bureau
    - [American Fact Finder](#)

# Other data sources and tools

- Walkability and Bikeability
  - ✓ [WalkScore](#)
  - ✓ [San Diego Regional Bike and Pedestrian Counters](#)



- The Health Economic Assessment Tool (HEAT) is designed to enable users without expertise in impact assessment to conduct economic assessments of the health impacts of walking or cycling.
- The tool is based on the best available evidence and transparent assumptions. It is intended to be simple to use by a wide variety of professionals at both national and local levels. These include primarily transport planners, traffic engineers and special interest groups working on transport, walking, cycling or the environment.

# Using HEAT To Show Potential Impact

- [www.heatwalkingcycling.org](http://www.heatwalkingcycling.org)
- “If  $x$  people regularly walk or cycle an amount of  $y$ , what is the economic value of the health benefits that occur as a result of the reduction in mortality due to their physical activity?”

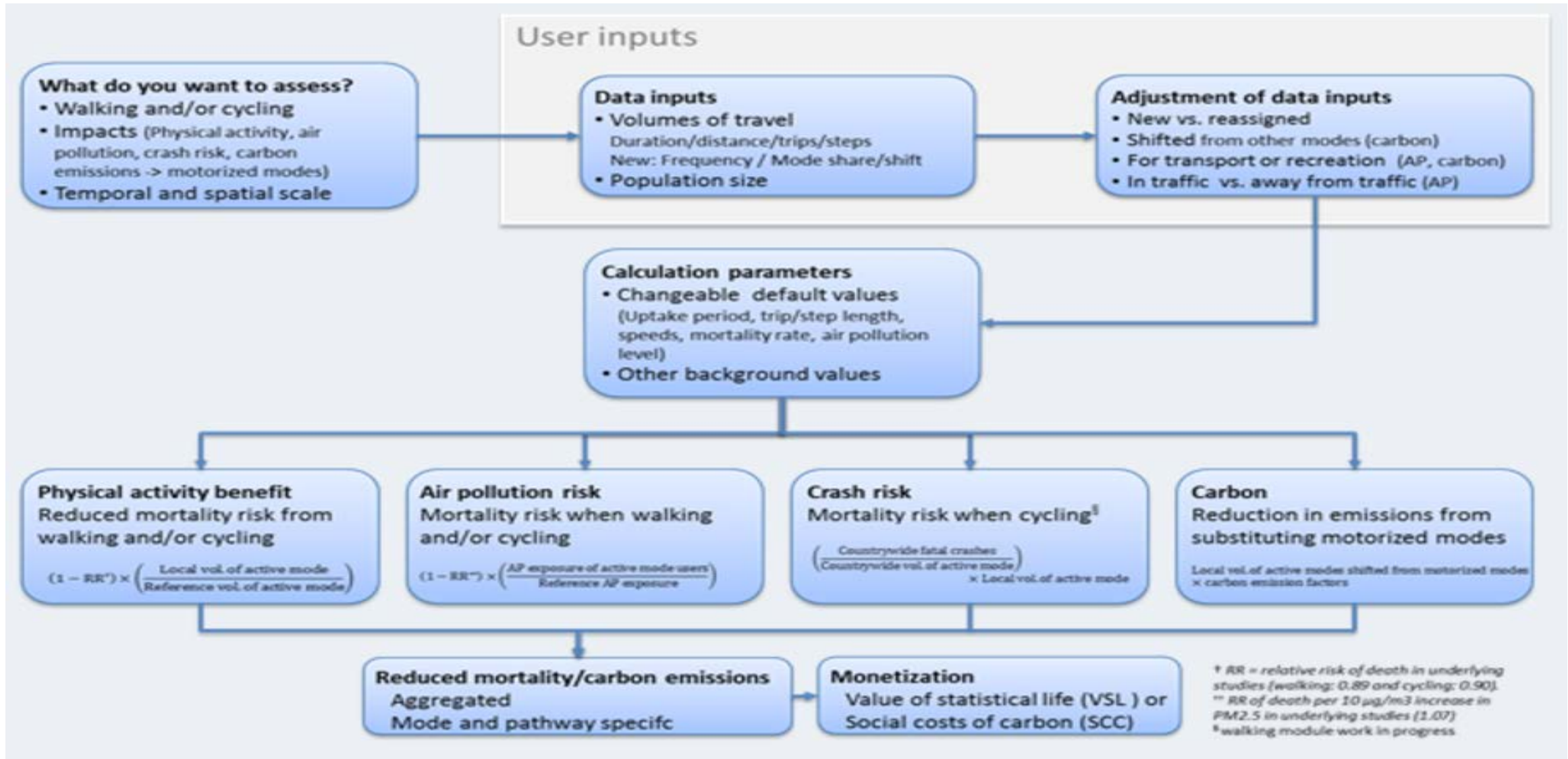
# HEAT - Examples

- What would be the value if we doubled cycling in this city?
- What would be the value if we increased modal share for walking and cycling by x%?
- What is the value of current levels of cycling/walking in my city?
- What would be the value of building this new bike path?
- What is the value of the increase in walking/cycling we have measured across our community?

# Is HEAT applicable to your project?

- Population-level assessments, not individuals
- Habitual behavior, not one-day events or competitions
- Adult populations (ages 20-74 for walking, 20-64 for cycling)
- Not suitable for populations with very high average levels of cycling
- Air pollution module should not be used for environments with very high levels of air pollution
- Provides estimates of the order of magnitude, results involve uncertainty.







# HEAT Example from an ATP Application

	Current Daily Trips	Current Average Trip Length	Estimated Daily Trips 5 Years After Construction	Estimated Average Trip Length
Walkers	80	0.5 miles	350	1.5 miles
Cyclists	1*	1 mile	65	2 miles

\*Currently, cyclists do not use the project area, so this figure should be 0; however, the tool will not accept a value of 0 so we used 1. Default values were used for all other settings.

Overall, the model predicts that implementing the project would lead to a decrease in average risk of mortality of 9% for walking and 2% for cycling. We analyzed the accumulation of benefits over 50 years because we expect the trail to be a popular community asset that will be used at least that long. A summary of these benefits is in the table below.

	Average Annual Benefit Over 50 Years	Accumulated Benefits Over 50 Years	Current Value of Accumulated Benefits (5% Discount Rate)
Walking	\$183,000	\$9,173,000	\$2,896,000
Cycling	\$9,000	\$435,000	\$137,000
Total	\$192,000	\$9,608,000	\$3,033,000

# Thank you!

## Name

Dan Fesperman

San Diego County Childhood Obesity Initiative  
Community Health Improvement Partners



**858-609-7982**



**dfesperman@sdchip.org**



**www. Ourcommunityourkids.org**

# VISION ZERO + SAFE ROUTES TO SCHOOL

---

PRESENTED BY:

KRISTIN HAUNOM, MPH

SRTS PLANNING + PROGRAM SPECIALIST

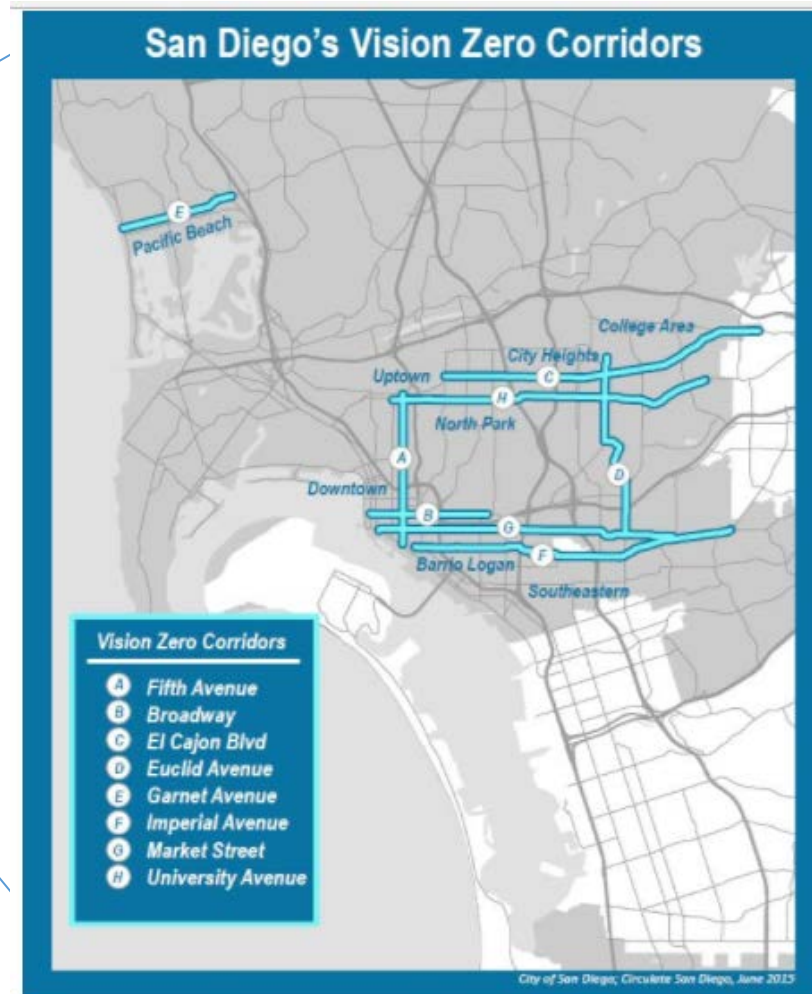
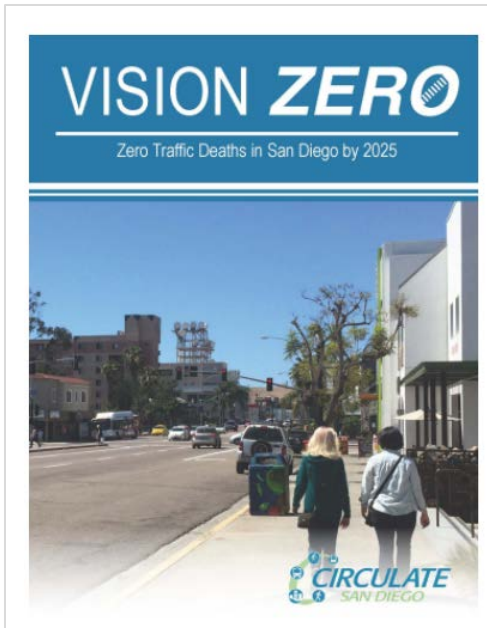
ALTA PLANNING + DESIGN



# VISION ZERO...

- A strategy to reduce fatal/severe traffic collisions to **ZERO**
- Acknowledges that traffic collision deaths/serious injuries are **PREVENTABLE** through safer street design
- Involves **E**ngineering, **E**ducation, and **E**nforcement

# VISION ZERO “Hot Spots”



Source: Circulate San Diego  
*Vision Zero: Zero Traffic Deaths in San Diego by 2025*

# SAFE ROUTES TO SCHOOL

- Safe Routes to School (SRTS) is a framework that promotes and supports safe and active forms of transportation around schools and throughout communities.
- Quite simply, SRTS strategies get students and their families walking and bicycling where it is safe to do so and where it is not safe, these strategies can help make it safe.

# VISION ZERO + SRTS DATA

**District:** Carlsbad Unified School District

**Schools**

Buena Vista Elementary

Jefferson Elementary

Valley Middle

**Top 5 Intersections**

Carlsbad Village Drive & I-5

Carlsbad Blvd & Tamarack Ave

Carlsbad Blvd & Redwood Dr

Tamarack Ave & I-5

Tamarack Ave & Adams



**Vision Zero + Safe Routes to School Analysis**

## City of Carlsbad

**INTERSECTIONS WITH THE MOST BICYCLIST/PEDESTRIAN-INVOLVED COLLISIONS  
WITHIN 0.5 MILES OF A PUBLIC SCHOOL**

**District:** Carlsbad Unified School District

**Schools**

Buena Vista Elementary

Jefferson Elementary

Valley Middle

**Top 5 Intersections**

Carlsbad Village Drive & I-5

Carlsbad Blvd & Tamarack Ave

Carlsbad Blvd & Redwood Dr

Tamarack Ave & I-5

Tamarack Ave & Adams



Thanks to  
our partners:



## next steps

- **Just a start.** Data meant to bring attention and tell a story.
- **Work with partners.** We all have a stake in this effort.
- **Apply for Vision Zero + SRTS Projects.** ATP (Now), Sustainable Transportation Planning (August), SANDAG (TBD).



# San Diego County SRTS Coalition

---

2PM-3PM on tuesday, June 26, 2018





SAN DIEGO  
COUNTY  
SAFE  
ROUTES  
TO SCHOOL  
COALITION

"Working to  
promote  
regional SRTS  
efforts,  
coordination,  
and  
information  
sharing in  
San Diego  
County."

[DATE]

[TO]

[RE:]

Dear [M]:

Sincerely,

Kristin Haukom, MPH  
Co-Chair

Priscilla Hegger, MPH  
Co-Chair

# Letter of Support!

*"Working to promote  
regional SRTS efforts,  
coordination, and  
information sharing in  
San Diego County."*





# Thank You!

**Kristin Haukom, MPH**

kristinhaukom@altaplanning.com

# Circulate San Diego

ATP Forum | Wednesday, June 20, 2018





# What We Do

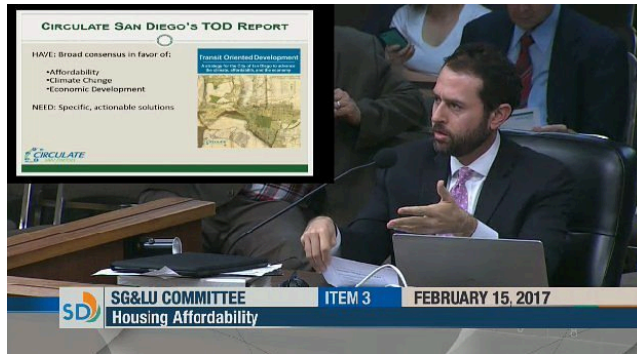
---

- Policy & Advocacy
- Education & Planning Programs



*Mission: To create excellent mobility choices and vibrant, healthy neighborhoods.*

# Policy & Advocacy



Land Use



Housing

City of San Diego's Vision Zero Corridors and Fatal Fifteen Intersections 2018



Transportation

# CIRCULATE SERVICES

Safe Routes  
Programs

Neighborhood  
Assessments

Active  
Transportation  
Planning and  
Programming



CIRCULATE PLANNERS

Marketing  
and Public  
Campaigns

Grant Writing,  
and Program  
Development

Creative  
Engagement

community  
groups

private  
stakeholders

Agencies

Cities

# OUR CLIENTS



# Ways we can support your application

---

- Grantwriting and program development
- Letters of support
- Non infrastructure programs
- AT and SRTS Plans





# THANK YOU

---

- Questions or comments?
- Contact us:

Catherine Thibault  
Director of Programs  
[cthibault@circulatesd.org](mailto:cthibault@circulatesd.org)  
619-544-9255 x 300



# Safe Routes to School

*Improving Health, Safety  
and Transportation*



# What is the Safe Routes to School Program?

Safe Routes to School programs aim to make it:

- *Safer for students to walk and bike to school.*
- *Encourage more walking and biking where safety is not a barrier.*



# RCHSD Safe Routes to School

## *Our Journey to Healthier Communities*

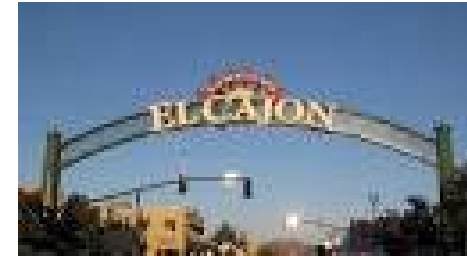
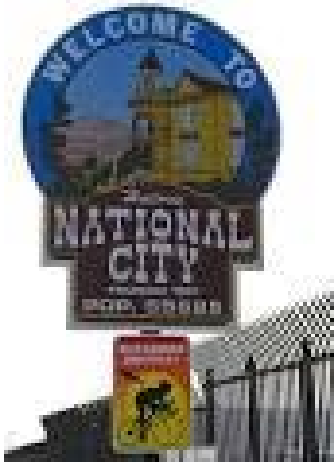
- ✓ Rady Children's Hospital – San Diego serves 90% of the San Diego County children
- ✓ We are committed to prevention efforts



[Pedestrian Injury](#): a leading cause unintentional death for school aged children

# Making Strides (2000-2018) for San Diego children

**CITY HEIGHTS**



**SOUTHEAST SAN DIEGO**



# ATP Cycle 4 – Outreach and Application Process

## □ COMMUNITY INTEREST / DATA COLLECTION

\* Public Statistics / Collision Data (SafeTREC TIMS tool: <https://tims.berkeley.edu/>)

\* Free and Reduced Priced Schools Meals data (<http://www.ed-data.org/district/San-Diego/San-Diego-Unified>)

\* CalEnvironScreen (<http://www.calepa.ca.gov/EnvJustice/GHGInvest/>)



# ATP Cycle 4 – Outreach and Application Process

## □ FINDING A FISCAL AGENT

- \* Municipality/District (*City of San Diego Engineering Department; City of San Diego Planning Department*)
- \* Support from Elected Officials
- \* Outline Proposal / Benefits
- \* Discuss Roles and Responsibilities of both partners



# ATP Cycle 4 – Outreach and Application Process

## ❑ PUBLIC PARTICIPATION AND PLANNING

- \* Town Council Group Meetings
- \* Planning Council Group Meetings
- \* School District Cluster Meetings
- \* Meetings with school principals
- \* Letters of Support





# ATP Cycle 4 – Outreach and Application Process

## □ RESOURCES

- \* National Safe Routes to School Partnership  
(<https://www.saferoutespartnership.org/>)
- \* California Department of Public Health –  
Applications Reviewers



# *PLANTING SEEDS FOR OUR KIDS....*

THANK YOU!!!

Priscila Hegger, MPH  
Rady Children's Hospital – San  
Diego  
Lead Coordinator



# Caltrans Master Agreement

For implementing agencies

# Implementing Agencies

- Agencies who are unfamiliar with administering a project through Caltrans are encouraged to partner with an experienced agency
- Implementing agencies are responsible and accountable for the use and expenditure of ATP funds
- The Master Agreement process is outlined in the Caltrans Local Assistance Procedures Manual (LAPM) under Chapter 4

# Pre-Audit Process

- Must be passed before an agency can receive a Master Agreement
- Is conducted by the Caltrans Division of Audits and Investigations (A&I)
- May take from 3-6 months on average to complete
- If documentation is not provided in a timely manner or if responses are inadequate, the process may take longer.



# Risk Factors

- Type of agency? How long has the agency been in business? How large is the agency?
- Staffing levels? Type of Staff? Staff Turnover?
- Has agency been audited by another state agency before? If so, when? Any adverse findings? Copy of Audit Report available?
- Is this their first Local Assistance project? Federal/State Aid dollar amounts? Other anticipated projects?

## Risk Factors (cont.)

- Typically, Local Assistance does not enter into Master Agreements with private or non-profit entities.
- Non-transportation type agencies are limited to administering non-infrastructure projects and will enter into non-infrastructure Master Agreements only.

# ATP Project Implementation

What to expect once your project is funded



# Local Assistance Procedure Guide (LAPG)

- Chapter 22: Active Transportation Program (ATP)
- Developed by Caltrans to administer the ATP
- Available on the Caltrans LAPG webpage:
- <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapg.htm>

Local Assistance Program Guidelines	Chapter 22
Table of Contents	Active Transportation Program
<b>CHAPTER 22 ACTIVE TRANSPORTATION PROGRAM</b>	
<b>CONTENTS</b>	
<b>Section/Subject</b>	<b>Page Number</b>
<b>CONTENTS</b>	<b>3</b>
<b>22.1 INTRODUCTION</b>	<b>3</b>
Program Purpose and Goals	3
<b>22.2 RULES AND RESPONSIBILITIES</b>	<b>3</b>
<b>22.3 FUNDING</b>	<b>3</b>
Introduction	4
Minimum Requirements for Funds	4
State-only and Federal Funds	4
Fund Transfer Eligibility	4
Match Requirements	4
Program Rejection/Component Rejection for Funds Only	5
Rejection Process	5
Let of ATP Projects	5
<b>22.4 ELIGIBLE APPLICANTS</b>	<b>5</b>
Master Agreements	6
Partnerships with Implementing Agencies	6
<b>22.5 ELIGIBLE PROJECTS AND ELEMENTS</b>	<b>6</b>
<b>22.6 UNELIGIBLE PROJECTS AND ELEMENTS</b>	<b>6</b>
Fund Eligibility Evaluation Process	12
<b>22.7 PROJECT TYPE REQUIREMENTS</b>	<b>12</b>
Design and Build Construction and Funding	12
Safe Routes to School (SRTS) Projects	12
Active Transportation Resource Center (ATRC)	12
Recreational Trails Program (RTP)	13
<b>22.8 APPLICATION</b>	<b>14</b>
<b>22.9 PROJECT SCORING</b>	<b>14</b>
<b>22.10 PROJECT SELECTION PROCESS</b>	<b>14</b>
<b>22.11 PROJECT PROGRAMMING</b>	<b>16</b>
<b>22.12 PROJECT IMPLEMENTATION</b>	<b>16</b>
Eligibility Determination	17
Allocation of Federal Funds	17
Request for Authorization (RFA) to Proceed: Federal Funds	18
Allocation of State Funds	18
California State and Qualified Community Conservation Corps	17
Agencies are reminded that if they choose to not partner with the CCCC or CALCT, after submitting they would do so will be negatively scored	17
Attestation on RFA: ATP Applications	17
Letting Projects	17
<b>22.13 PROGRAMMING</b>	<b>17</b>
Page 1 of 11	
February 3, 2017	

# Baseline Agreements

- Are required for ATP projects with a total project cost of \$25M or greater, or a total programmed amount of \$10M or greater
- More information is outlined in the SB1 Accountability and Transparency Guidelines, available on the CTC website:
- <http://www.catc.ca.gov/programs/sb1/docs/032118-Final-adopted-Accountability-Transparency-Guidelines.pdf>



# Baseline Agreements (cont.)

- Shall be approved by the CTC within 4 months of project adoption into the ATP program.
- If a project that initially falls below the Baseline Agreement threshold later increases to equal or exceed the threshold requirements, a Baseline Agreement will be required within 60 days of when the change is identified.

# Allocation Requests

- When an agency is ready to implement a project or project phase
- Must be submitted to Caltrans District 11 at least 2 months prior to the CTC meeting
- Projects selected through the regional ATP component are required to obtain a SANDAG signature on their allocation request.
- Caltrans will review the request and determine whether or not to recommend the request to the Commission for action.



# Allocation Requests

- Caltrans' recommendation will include a determination of project readiness, the availability of appropriated funding, and the availability of all identified and committed supplementary funding.
- The Commission will not allocate funds for a non-infrastructure project or plan, or for design, right-of-way, or construction of an infrastructure project, prior to documentation of environmental clearance under CEQA.
- The Commission will not allocate funds, other than for the environmental phase, for a federally funded project prior to documentation of environmental clearance under NEPA.



# Timely Use of Funds

- Once funds are allocated, agencies have 6 months to award a contract
- Right of way must be expended by the end of the second fiscal year following the fiscal year when allocated
- Construction must be completed within 3 years from contract award

# Timely Use of Funds

- Implementing agency has 6 months after contract acceptance to:
  - Make the final payment to the contractor
  - Prepare the Final Report Of Expenditures (FROE)
  - Submit the final invoice to the DLAE for reimbursement
- If programmed funds are not allocated within the fiscal year, the project will be removed from the ATP and funding will be distributed to the next project on the contingency list from the most recent call for projects

# Project Cost Increases

- The ATP will not fund any cost increases to a project.
- Any cost increases must be funded from other fund sources secured by the applicant.
- If there is a change in the cost estimate, the implementing agency must notify Caltrans as soon as possible. The written notification should explain the change and the plan to cover the increase.



# Project Cost Savings

- Savings at contract award may be used to expand the scope of the project only if the expanded scope provides additional quantifiable active transportation benefits.
- The expanded scope must be approved by the CTC's Executive Director prior to contract award. All other contract award savings will be returned proportionally.
- Any amount allocated for environmental may also be expended for design.

# Project Cost Savings (cont.)

- An agency may expend an amount allocated for environmental, design, right of way, construction (infrastructure or non-infrastructure) for another allocated project phase, provided that the total expenditure shifted to a phase is not more than 20 percent of the amount actually allocated for either phase.
- The amount transferred by a local agency from one phase to another may be no more than 20 percent of whichever of the phases has received the smaller allocation from the CTC.

# Time Extension Requests

- Use the LAPG Exhibit 22-B form
- Should be submitted electronically to [timely.use.of.funds@dot.ca.gov](mailto:timely.use.of.funds@dot.ca.gov) with a copy to the DLAE and SANDAG
- The length of extension requested cannot exceed 12 months
- Projects selected through the regional ATP component are required to obtain a SANDAG signature on their time extension request before it can be processed
- For allocation of funds, the time extension must be approved by the CTC by June 30th of the year the funds are programmed otherwise the funds will lapse.

# Scope Changes

- The notification to Caltrans must include the following:
  - An explanation of the proposed scope change.
  - The reason for the proposed scope change.
  - The impact the proposed scope change would have on the overall cost of the project.
  - An estimate of the impact the proposed scope change would have on the potential of the project to deliver the project benefits as compared to the benefits identified in the project application (increase or decrease in benefit) and an explanation of the methodology used to develop the estimates.

# Scope Changes

- The notification to Caltrans must include the following:
  - An explanation of the proposed scope change.
  - The reason for the proposed scope change.
  - The impact the proposed scope change would have on the overall cost of the project.
  - An estimate of the impact the proposed scope change would have on the potential of the project to deliver the project benefits as compared to the benefits identified in the project application (increase or decrease in benefit) and an explanation of the methodology used to develop the estimates.

# Scope Changes (cont.)

- Caltrans will review the proposed scope change and forward the proposed scope change with Caltrans' written analysis and recommendation to the CTC for the Commission's approval.
- Commission staff will present recommended scope changes deemed by staff to be minor changes, such as those with little or no impact to project benefits or which increase the benefits of the project, to the Commission as a part of the project allocation request.
- CTC Staff will present recommendations to disapprove minor scope changes and recommendations to approve or disapprove more significant scope changes to the Commission as project amendments.
- SANDAG approval is required for allocation requests of projects with scope changes.

# Funding Distribution Changes

- Agencies may request to move amounts between programmed phases (Environmental Studies and Permits (PA&ED), Plans, Specs and Estimates (PS&E), Right of Way (R/W) and Construction).
- Moving funds between phases will not increase the total programmed amount.
- The agency must show that the project is still fully funded and that the benefit of the project will remain the same or increase.
- All Funding Distribution Change requests must be considered by the CTC for approval.

# Funding Distribution Changes (cont.)

- The notification to Caltrans must include:
  - A revised Project Programming Request (PPR) that outlines the proposed funding distribution change.
  - The reason for the proposed funding distribution change.
  - The impact the proposed change would have on the overall cost of the project. The project must remain fully funded.
  - A discussion of whether the funding distribution change will affect the benefit of the project as described in the project application.



# Active Transportation Resource Center

- Is funded with ATP funds to support all current and potential ATP applicants
- Provides technical assistance and training resources to help agencies deliver existing and future projects and to strengthen community involvement in future projects including those in disadvantaged communities



# Active Transportation Resource Center

- Available online: <http://caatpresources.org>
- Infrastructure resources including bicycle and pedestrian manuals, guides, and plans
- Safe routes to school resources including resources to help grow SR2S programs in the community

# Project Reporting

- 3 types of reports are due:
  - Semi-Annual Progress Reporting
  - Project Completion Report
  - Final Delivery Report
- List of every ATP project and its reporting status is posted on the Caltrans ATP webpage at [http://www.dot.ca.gov/hq/LocalPrograms/atp/proj\\_report.html](http://www.dot.ca.gov/hq/LocalPrograms/atp/proj_report.html)
- Implementing agencies that do not submit their reports may lose their ATP funding
- All questions on reporting should be directed to Mary Hartegan ([mary.hartegan@dot.ca.gov](mailto:mary.hartegan@dot.ca.gov)) with a copy to the DLAE

# Semi-Annual Progress Reporting

- Uses the LAPG Exhibit 22-S form
- Initial Report Due: May 15th and November 15th of each year, beginning with the fiscal year of the project's initial phase. If a time extension was approved, the reporting requirement date remains unchanged.
- Continuous Reporting: After the initial report, progress reports are required each May 15th and November 15th until the Final Delivery Report is received.
- Reports should indicate progress towards reaching allocation within the programmed year.

# Project Completion Report

- Within six months of construction contract acceptance or the project becoming operable (open to the public), whichever comes sooner
- Will include the scope of the completed project, its estimated final cost, estimated duration and project benefits as compared to those included in the executed project agreements.
- The report shall describe the methodologies and assumptions used to evaluate how the project benefits were evaluated as compared to the methodologies and assumptions used in the executed project agreements.

# Final Delivery Report

- Uses the LAPG Exhibit 22-T form
- Must be provided within 180 days of conclusion of all remaining project activities beyond the acceptance of the construction contract to reflect:
  - Final project expenditures
  - Any changes that occurred after submittal of the Completion Report
  - An updated evaluation of the benefits.

# Invoicing

- Once funds for a project are encumbered
- Applicants are expected to invoice on a regular basis
- Failure to invoice on a regular basis will result in the project being deemed "inactive" and subject to de-obligation if proper justification is not provided.
- ATP is a reimbursement program for eligible costs incurred.
- In order for an item to be eligible for reimbursement, the item's primary use or function must meet the ATP purpose and at least one of the ATP goals.
- The invoice process is detailed in the Local Assistance Procedures Manual, Chapter 5: Invoicing.
- Costs incurred prior to CTC allocation and Federal Highway Administration approval (i.e. Authorization to Proceed) are not eligible for reimbursement.

# Resources

Role	Name	Email	Phone
SANDAG ATP Coordinator	Jenny Russo	<a href="mailto:jenny.russo@sandag.org">jenny.russo@sandag.org</a>	(619) 699-7314
Caltrans District 11 ATP Coordinator	Bryan Ott	<a href="mailto:bryan.ott@dot.ca.gov">bryan.ott@dot.ca.gov</a>	(619) 220-5310
Caltrans District 11 Local Assistance Engineer (DLAE)	Bing Luu	<a href="mailto:bing.luu@dot.ca.gov">bing.luu@dot.ca.gov</a>	(619) 220-5311
SANDAG RTIP & Programming Analyst	Sue Alpert	<a href="mailto:sue.alpert@sandag.org">sue.alpert@sandag.org</a>	(619) 595-5318



Questions?