

## Memorandum

Fresno Council of Governments  
Cycle I: Regional Competitive Active Transportation Program

October 29, 2014

### Background:

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. Legislation creating the ATP was signed by the Governor on September 26, 2013.

On March 20, 2014 the California Transportation Commission (CTC) adopted ATP guidelines that specified two components of the program; the Statewide and the Metropolitan Planning Organization (MPO). The MPO component was to account for 40% (or \$147.232 million) of the available ATP funding; Fresno COG's allocation was \$3.9 million for FY 13/14 and 14/15 combined as well as FY 15/16.

The CTC ATP guidelines specified that any MPO conducting its own competitive project selection process must use a multidisciplinary advisory group to develop and refine the MPO ATP Guidelines and assist in evaluating the applications. Fresno COG's multidisciplinary advisory group composition was modeled after the State's and included representatives of; local jurisdictions, tribal governments, pedestrian project expertise, Caltrans, non-governmental organizations, school districts, bicycle project expertise and disadvantaged communities' expertise.

### Statewide Active Transportation Call for Projects:

The Statewide component of the Cycle 1 ATP was conducted prior to the MPO call for projects. The State's Call for Projects was released on March 21, 2014 and applications were due to the CTC by May 21, 2014. There were 16 applications submitted by the Fresno County region. Only two projects, Fresno State's Barstow Bikeways and Fresno COG's Regional Active Transportation Plan, were awarded in the statewide call. The remaining 14 were automatically entered into Fresno COG's Regional Competitive component. It should be noted that the City of Coalinga's Active Transportation Plan project was originally recommended for funding by Caltrans during the first review of the statewide call applications but was ultimately removed from the recommendation list by CTC staff because other projects were awarded in effort to meet the minimum funding requirements established by law.

### Fresno COG Regional Competitive Active Transportation Program:

On May 29, 2014 the Fresno COG Policy Board adopted the Fresno COG Regional Competitive Active Transportation Program guidelines for the MPO component implementation. The CTC approved Fresno COG's guidelines on June 26, 2014 and a call for projects was issued on the same day. There were four major differences between the State's ATP Guidelines and Fresno COG's Regional Competitive Guidelines;

1. No minimum project cost requirement for Fresno COG regional competitive projects.

2. ALL applicants must commit to provide a local match for each project submitted unless the project serves a disadvantaged community and meets one of the following criteria
  - a. Project is shovel ready
  - b. Project is to be completed with a partner agency
3. 15% of the Regional ATP funds would NOT be set-aside for the development of Active Transportation Plans.
4. Added new criteria that would provide 10 points for projects that are shovel ready. If the project was to be considered “shovel ready”, the applicant needed to provide copies of the fully executed NEPA document and the fully executed right of way certification.

In addition, part of the screening criteria included in Fresno COG’s ATP guidelines stipulated that incomplete applications could result in automatic ineligibility. Upon commencement of the call for projects, on August 27, 2014, thirty projects were submitted, totaling \$15.9 million of requested ATP funds. This total included most of the projects that were submitted to the state and where automatically entered into the regional call for projects as per state law.

**Adopted Program of Projects:**

The multidisciplinary advisory group established a scoring committee comprised of eleven participants. However, due to time constraints and other personal reasons, some of the scoring committee members had to decline participation close to the end of the process. The final multidisciplinary advisory group scoring committee consisted of seven members who included representatives with expertise in project delivery, bicycle, transit and disadvantaged communities’ projects as well as representatives from local jurisdictions and Caltrans. The scoring committee used the enclosed scoring criteria to score and rank the thirty projects. Per the direction of the committees and the policy board, the guidelines and criteria remained similar to the State’s guidelines and scoring methodology so that project sponsors did not have to undergo another lengthy process of completing robust applications for the same program administered by the state.

Fifteen projects were recommended for funding. As previously stated, statute requires that ATP funding allocations direct a minimum of 25% of the funds to projects that benefit disadvantaged communities. Fresno COG, in order to comply with statute was required to allocate at least \$983,250 (25% of the \$3.9 million available) to fund projects that benefit disadvantaged communities. Of the fifteen selected projects, 89% of the funds were awarded to projects that are intended to benefit disadvantaged communities.

Project Highlights

**City of Clovis Enterprise Canal Class I Trail/Pedestrian Bridge over State Route 168:** The project is intended to evaluate the future development of a Class I trail/pedestrian bridge along the west side of the Enterprise Canal, extending south of Owens Mountain Parkway over State Route 168 in Clovis, California.

**City of Coalinga Active Transportation Plan:** The purpose of the project is to develop a comprehensive Active Transportation Plan (AT Plan) that will provide the recommended actions to 1) increase biking and walking in the City, 2) provide non-motorized travel infrastructure to support the projected population growth, and 3) provide safer, walkable streets for the 7,898 students (kindergarten through college) who travel to school each day in Coalinga.

**City of Fowler Merced Street Pedestrian Facilities from 3<sup>rd</sup> Street to 5<sup>th</sup> Street:** Project proposes to construct new pedestrian facilities and reconstruct existing sub-standard pedestrian facilities along Merced Street from 3<sup>rd</sup> Street to 5th Street in Fowler, California, including sidewalks pedestrian lighting, and curb ramps.

**City of Fresno Butler Avenue Bike Lanes:** The City of Fresno wants to establish and maintain a continuous, safe, and easily accessible bikeways system throughout the Metropolitan area that will facilitate bicycling as both a viable transportation alternative and a recreational activity that will reduce vehicle use, improve air quality, improve the quality of life and provide public health benefits. The project consists of re-stripping Butler Avenue between Hazelwood and Peach Avenues to create a Class II Bike Lane.

**City of Fresno Bicycle and Pedestrian Master Plan Update:** Update the City of Fresno Bicycle and Pedestrian Master Plan to meet local Measure "C" requirements and eligibility for new state and local Active Transportation Program funding.

**City of Fresno Traffic Signal Installation at Clinton and Thorne:** Installation of a new traffic signal at the intersection of East Clinton Avenue and North Thorne Avenue to benefit the pedestrians and students at Hamilton Elementary School.

**City of Fresno Sidewalks on Hughes Avenue from Hedges to Floradora:** Construction of sidewalks along Hughes Avenue between Hedges Avenue and Floradora Avenue to benefit pedestrian and students walking to Addams Elementary School.

**City of Fresno Bike Safety Education Program:** The City of Fresno Parks, After School, Recreation, and Community Services (P ARCS) Department proposes to conduct pedestrian and bicycle safety education training at fifteen (15) school sites and City neighborhood and community centers located throughout the City of Fresno (please see attached school boundary map identifying the ATP target schools). The sites are primarily located within underserved communities where a majority of the students are eligible for free and reduced lunch program. PARCS is currently working in partnership with the Fresno Unified School District to provide after-school programs at twenty nine (29) schools. This proposal will help target half or fifteen (15) of the PARCS after-school sites and City neighborhood and community centers that may include the following sites:

- Romain Neighborhood Center 745 N. First St.
- Holmes Neighborhood Center 212 S. First St.
- Mosqueda Neighborhood Center 4670 E. Butler
- Ted C. Wills Center 770 N. San Pablo Ave.
- Frank H. Ball Center 760 Mayor Ave.
- Dickey Youth Development Center 1515 E. Divisadero

**County of Fresno Riverdale Pedestrian Path:** In the community of Riverdale, install a digital radar display unit on Mt. Whitney for Riverdale High School and construct curb and gutter and concrete sidewalk along the east side of Hazel from Mt Whitney to Stathem. Additionally, construct asphalt concrete (AC) walkways with AC ramps along the north side of Stathem from Sherrill to Hazel to promote connectivity between the high school and elementary school. Construct curb, gutter and sidewalk along the east side of Feland from the Burrell Ditch to Fipps

Primary School, including a prefabricated pedestrian bridge for crossing the ditch. This project will provide students and residents with a place to walk other than in the road.

**County of Fresno Grove and Jensen Avenues ADA Path:** In the community of Calwa, construct new and/or retrofit existing curb ramps, sidewalks, driveway approaches, and alley approaches to provide an Americans with Disabilities Act compliant path of travel on Grove Avenue and on Jensen Avenue from Ninth Street to Cedar Avenue. This project will provide enhanced safety and accessibility for pedestrians walking to Calwa Elementary School.

**County of Fresno Paved Pedestrian Bikeway on Mt. Whitney:** Installation of a paved pedestrian walkway along the north side of Mount Whitney between Grantland and Garfield.

**County of Fresno Dunlap Cross-Walk:** Install an in-pavement crosswalk lighting system on Dunlap Road in between Dunlap Elementary and Dunlap Leadership Academy. Construct a concrete sidewalk and painted path between Dunlap Elementary and the Leadership Academy.

**City of Kerman Pedestrian Safety Improvements throughout City:** The project will consist of the construction of curb bulb outs, or curb extensions, at each location listed below to improve the safety of the crossings. The existing curb returns and sidewalk will be removed to accommodate the bulb outs. New curb and gutter, sidewalk, and curb ramps will be constructed to create the bulb outs. Drainage facilities will be installed as required to ensure positive drainage around the bulb outs. In addition, the crossings will be marked with high-visibility crosswalks and signed as required by the Manual on Uniform Traffic Control Devices (MUTCD) for crossings adjacent to schools. The project locations are four intersections adjacent to Kerman Unified School District (KUSD) schools:

- Location #1: Siskiyou Avenue and West "E" Street; Adjacent to Liberty Elementary School
- Location #2: First Street and "G" Street; Adjacent to Kerman Middle School
- Location #3: "F" Street and 9th Street; Adjacent to Kerman-Floyd Elementary School
- Location #4: "F" Street and Pacheco Avenue; Adjacent to Kerman-Floyd Elementary School

**Mendota Unified School District Elementary School Pedestrian Improvements:** The Mendota Elementary School Crossing Improvements project proposes to install a Rectangular Rapid Flash Beacon (RRFB) and In Roadway Lights on Bass Ave at the intersection of 2nd Street. Mendota Elementary School is located on the north side of this tee intersection. This location will be the primary pedestrian crossing for students attending school from the south. Installing RRFB's and In Roadway Lights will enhance pedestrian safety and promote walking by neighborhood children. This project will require the installation of crossing improvements and ADA accessible ramps on the SE, SW corners of Bass Ave and 2nd Street.

**City of Parlier Manning Avenue Crossing Improvements:** The project will consist of the installation of safe crossings at the southern and eastern sides of the intersection of Mendocino Avenue and Tuolumne Street, marked with high-visibility crosswalks and signed as required by the Manual on Uniform Traffic Control Devices (MUTCD) for crossings adjacent to schools and the construction of curb and gutter, sidewalk, curb ramps, and a Class II bike lane along the north side of Manning Avenue between Mendocino Avenue and approximately 1285 feet east of Mendocino Avenue.

**Next Steps:**

CTC staff is recommending to the Commission, approval of the Fresno COG Regional Competitive Selected Program of Projects at the November 12<sup>th</sup> meeting in Sacramento. Following CTC approval of the program of projects, project sponsors are required to obtain a funding allocation from the CTC for each phase of the project. Project sponsors must review the CTC allocation calendar to determine the request submittal deadlines which can sometimes be 2 months in advance of a meeting. In order to be placed on the agenda for a funding allocation, please visit the Office of California Transportation Commission Liaison's website and review the 2015 Preparation Schedule at <http://www.dot.ca.gov/hq/transprog/ctcliaison.htm>. You must also contact your Caltrans District Local Assistance Engineer.

Please keep in mind that any project that is receiving a combination of state and federal funds must also ensure that the project is programmed in the Federal Transportation Improvement Program (FTIP) and will also require an Authorization to Proceed from Caltrans, after the project is allocated by the Commission.

The Caltrans ATP Program Manager, Teresa McWilliam, gave a presentation on October 29, 2014 detailing the next steps for ATP fund recipients. That presentation is attached.

If you have any questions please contact Melissa Garza at 559-233-4148 ext. 210 or [mgarza@fresnocog.org](mailto:mgarza@fresnocog.org).

**Attachments:**

- A – Scoring Criteria
- B – Complete List of Submitted Projects
- C – List of Selected Projects
- D – Map of Selected Projects
- E – Caltrans ATP Next Steps Presentation (10/29/14)

# **ATTACHMENT A**

## **SCORING CRITERIA**



Fresno Council  
of Governments

**REGIONAL COMPETITIVE  
ACTIVE TRANSPORTATION  
PROGRAM**

**CYCLE 1**

**SCORING CRITERIA**

**8/27/14**

**QUESTIONS**

- Q1. POTENTIAL FOR INCREASED WALKING AND BICYCLING, ESPECIALLY AMONG STUDENTS, INCLUDING THE IDENTIFICATION OF WALKING AND BICYCLING ROUTES TO AND FROM SCHOOLS, TRANSIT FACILITIES, COMMUNITY CENTERS, EMPLOYMENT CENTERS, AND OTHER DESTINATIONS; AND INCLUDING INCREASING AND IMPROVING CONNECTIVITY AND MOBILITY OF NON-MOTORIZED USERS. (Total 30 points)**
- A. For Safe Routes to School Projects: The applicant should describe how their project encourages increased walking and bicycling, especially among students.  
  
For all other projects types: Describe how the project encourages increased walking and bicycling.
  - B. Describe the number and type of possible users and their destinations, and the anticipated percentage increase in users upon completion of your project. Data collection methods should be described.
  - C. Describe how this project improves walking and bicycling routes to and from, connects to, or is part of a school or school facility, transit facility, community center, employment center, state or national trail system, points of interest, and/or park.
  - D. Describe how this project increases and/or improves connectivity, removes a barrier to mobility and/or closes a gap in a non-motorized facility.

		<b><u>SCORE</u></b>
<b>Applicant identifies appropriate and realistic ways to encourage walking and bicycling among all users.</b>	<b>5 points</b>	
<b>Applicant identifies appropriate and realistic ways to encourage walking and bicycling among students. (Additional points for "among students".)</b>	<b>3 points</b>	
<b>Applicant describes the type(s) of possible users.</b>	<b>3 points</b>	
<b>Applicant describes the estimated number of users.</b>	<b>3 points</b>	
<b>Applicant describes the anticipated % increase in users.</b>	<b>3 points</b>	
<b>Applicant describes user destination(s).</b>	<b>3 points</b>	
<b>Applicant describes the data collection methods used to collect user info, estimate future use, and provides data, studies, similar successful projects, or location maps to back up claims.</b>	<b>4 points</b>	
<b>Applicant describes the data collection methods to be used to collect user info after project completion.</b>	<b>3 points</b>	
<b>Applicant describes the how the project will improve connectivity, remove barriers to mobility and/or close gaps in a non-motorized facility.</b>	<b>3 points</b>	
<b>Maximum Score</b>	<b>30 points</b>	



**Q2. POTENTIAL FOR REDUCING THE NUMBER AND/OR RATE OF PEDESTRIAN AND BICYCLE FATALITIES AND INJURIES, INCLUDING THE IDENTIFICATION OF SAFETY HAZARDS FOR PEDESTRIANS AND BICYCLISTS. (0 to 25 points)**

Describe how the project, plan, or program will address bicyclist and pedestrian injuries and fatalities, citing collision statistics, police reports, academic research, or other data. If applying for an infrastructure grant, identify countermeasures included in the project that will address the types of collisions reported at the project area.

- A. Describe the potential of the project to reduce pedestrian and/or bicycle injuries or fatalities.
- B. Describe if/how your project will achieve any or all of the following:
  - Reduces speed or volume of motor vehicles
  - Improves sight distance and visibility
  - Improves compliance with local traffic laws
  - Eliminates behaviors that lead to collisions
  - Addresses inadequate traffic control devices
  - Addresses inadequate bicycle facilities, crosswalks or sidewalks
- C. Describe the location's history of events and the source(s) of data used (e.g. collision reports, community observation, surveys, audits).

		<u>SCORE</u>
<p><b>Applicant describes how the project will reduce pedestrian and/or bicycle injuries or fatalities in the project area.</b></p> <p><b>Plans will describe why there is a need for a plan to be developed.</b></p>	<b>5 points</b>	
<p><b>Applicant clearly describes the existing conditions or safety risk/hazards at the project location that need to be addressed, including the extent and severity of each.</b></p>	<b>3 points</b>	
<p><b>Applicant described if/how the project will achieve any of the following:</b></p> <ul style="list-style-type: none"> <li>○ Reduces speed or volume of motor vehicles</li> <li>○ Improves sight distance and visibility</li> <li>○ Improves compliance with local traffic laws</li> <li>○ Eliminates behaviors that lead to collisions</li> <li>○ Addresses inadequate traffic control devices</li> <li>○ Addresses inadequate bicycle facilities, crosswalks, or sidewalks.</li> <li>○ Other improvements or behavioral modifications</li> </ul>	<p><b>1 point for each item.</b></p> <p><b>Maximum 6 points</b></p>	
<p><b>Project location has a history of pedestrian/bicycle crash, injuries.</b></p>	<b>4 points</b>	
<p><b>Project location has a history of pedestrian/bicycle crash fatalities.</b></p>	<b>4 points</b>	
<p><b>Applicant provides bicyclist and pedestrian injuries and fatality data, collision statistics, police reports, academic research, maps or photos, community surveys, audits, or other data to support claims.</b></p>	<b>3 points</b>	
<b>Maximum Score</b>	<b>25 points</b>	

Scoring for Plans: Plans should describe why there is a need for a plan to be developed. Describe the methods that the applicant will use to identify the safety hazards, what sources of information will be used to document the past history.

**Q3. PUBLIC PARTICIPATION and PLANNING (€ 5 points)**

- A. Describe the community based public participation process that culminated in the project proposal or plan, such as noticed meetings/public hearings, consultation with stakeholders, etc.
- B. Describe the local participation process that resulted in the identification and prioritization of the project:
- C. Is the project cost over \$1 Million? Y/N  
If Yes- is the project Prioritized in an adopted city or county bicycle transportation plan, pedestrian plan, safe routes to school plan, active transportation plan, trail plan, or other publicly approved plan that incorporated elements of an active transportation plan? Y/N

		<u>SCORE</u>
<p><b>The applicant described the methods employed to reach the residents in the project area, including participation of disadvantaged community members impacted by the project.</b></p> <p><b>For Planning Projects: the applicant described the methodology they plan to utilize to reach the residents in the project area, including how they will encourage participation of disadvantaged community members impacted by the project</b></p> <p><b>For all project types: common methods used or that should be discussed include meetings held at convenient times for working residents, meetings conducted in primary community language or interpretation provided, meetings take place in the community or within a convenient distance for residents, discussed how meetings were advertised to reach local community, temporary child care was provided.</b></p>	5 points	
<p><b>Applicant lists organizations/agencies involved and describes how each was involved in the planning process.</b></p> <p><b>For Planning Projects: the applicant should list the organizations/agencies they intend to involve and describes how each is important to the planning process.</b></p>	3 points	
<p><b>Applicant gathered input and describes feedback received from the residents, and key collaborative agencies/groups, including but not limited to school leadership, parent-teacher organizations, the public health department, law enforcement, traffic engineers, and pedestrian/bicycle advocates.</b></p>	3 points	
<p><b>Applicant provided copies of meeting sign in sheets, meeting notices/advertisements, or other proof of community involvement.</b></p>	1 points	
<p><b>Applicant's project is supported by transportation planning documents. Documents were attached or referenced.</b></p>	1 points	
<p><b>Applicant attached letters of commitment and / or support from collaborative agencies</b></p>	1 points	
<p><b>Applicant provided adequate detail of how the project was selected for funding.</b></p>	1 points	
<p><b>Applicant provided no details of participation of community members.</b></p>	0 points	
<b>Maximum Score</b>	15 points	

**Q4. COST EFFECTIVENESS** (€ 10 points)

- A. Describe the alternatives that were considered. Discuss the relative costs and benefits of all the alternatives and explain why the nominated one was chosen.
- B. Calculate the ratio of the benefits of the project relative to both the total project cost and funds requested (i.e.,  $\frac{Benefit}{Total\ Project\ Cost}$  and  $\frac{Benefit}{ATP\ Funds\ Requested}$ ).

In preparing the analysis, an applicant must list all assumptions and sources of data.

**Part A.**

		<u>SCORE</u>
<p>The applicant provided a discussion of the range of alternatives that were considered for this project.</p> <p>In addition to the chosen project, there must be at least one alternative listed and discussed in order to receive the points for this criterion.</p>	<b>2 Points</b>	
<p>The applicant discussed the costs and benefits for <u>each</u> alternative listed.</p> <p>If the applicant does not discuss the cost and benefit for <u>each</u> of the listed alternatives they will receive "0" points for this criterion.</p>	<b>1 Point</b>	
<p>The applicant discussed the costs and benefits for the chosen project.</p>	<b>1 Point</b>	
<p>The applicant explained why the nominated choice was chosen over the other alternatives.</p>	<b>1 Point</b>	
<p>No alternatives were considered.</p>	<b>0 Points</b>	
<b>Maximum Score</b>	<b>5 Points</b>	

**Part B.** (Select only one)

		<u>SCORE</u>
<p>Applicant logically described how project benefits were quantified and has a benefit-cost ratio greater than 1.0</p>	<b>5 points</b>	
<p>Applicant logically described how project benefits were quantified and has benefit-cost ratio less than 1.0</p>	<b>1 point</b>	
<p>Applicant did not logically describe how project benefits were quantified.</p>	<b>0 points</b>	
<b>Maximum Score</b>	<b>5 Points</b>	

**Q5. IMPROVE PUBLIC HEALTH**

- A. Describe how the project will improve or plans to improve public health, i.e. through the targeting of populations who have a high risk factor for obesity, physical inactivity, asthma, or other health issues. (€ 10 points)
- Applicant exceptionally described how the project will improve public health and addresses high risk populations- 7 to 10 points
  - Applicant adequately described how the project will improve public health and addresses high risk populations - 4 to 6 points
  - Applicant minimally described how the project will improve public health and addresses high risk populations - 1 to 3 points
  - Applicant did not describe how the project will improve public health - 0 points

		<u>SCORE</u>
<p><b>Applicant described how they coordinated with the local health department or other local health sources to identify health data and risk factors for the community.</b></p> <p><b>For Plans: the Applicant describes who they intend to coordinate with (local health department or other local health sources) to identify health data and risk factors for the community.</b></p>	<b>4 Points</b>	
<p><b>Applicant described the health data used to identify the community health issues and referenced source and date.</b></p>	<b>2 Points</b>	
<p><b>Applicant described the targeted populations and how the project will address the health issues experienced by these populations.</b></p>	<b>2 Points</b>	
<p><b>Applicant attached maps, data and/or references to academic or media articles to support claims regarding risk factors.</b></p>	<b>2 Points</b>	
<p><b>Applicant did not describe how the project will improve public health.</b></p>	<b>0 points</b>	
<b>Maximum Score</b>	<b>10 Points</b>	

**Q6. BENEFIT TO DISADVANTAGED COMMUNITIES (€À 10 points)**

- A. I. Is the project located in a disadvantaged community? Y/N
  - II. Does the project significantly benefit a disadvantaged community? Y/N
  - àË Median household income for the community benefited by the project: \$ \_\_\_\_\_  
(PEC's: This must be less than \$49,120 to qualify).
  - àË California Communities Environmental Health Screen Tool (CalEnvironScreen) score for the community benefited by the project: \_\_\_\_\_ (PEC's: Score must be 38.46 or higher)
  - àË For projects that benefit public school students, percentage of students eligible for the Free or Reduced Price Meals Program: \_\_\_\_\_% (PEC's: Must be at least 75% to qualify)
  - àË Alternative Disadvantaged Community determination method. Does the justification meet the CTC Guideline criterion? Y/N
- B. (1) Describe how the project demonstrates a clear benefit to a disadvantaged community and for projects using the school based criteria describe specifically how the school students and community will benefit.
- (2) What percentage of the project funding will benefit that community?

**Part B.1**

		<u>SCORE</u>
<b>Applicant describes what public health, safety, and/or infrastructure challenges are present in the disadvantaged community.</b>	<b>2 Points</b>	
<b>Applicant describes how the project will address these barriers and will improve access to active transportation for the residents living in disadvantaged communities.</b>	<b>2 Points</b>	
<b>Applicant attached maps, data, and/or references to support claims regarding benefits to disadvantaged community.</b>	<b>1 Point</b>	
<b>Applicant provided no details of how disadvantaged community will benefit</b>	<b>0 Points</b>	
<b>Maximum Score</b>	<b>5 Points</b>	

**Part B.2: Percent (%) of project funding that benefits the disadvantaged community (Select only one)**

		<u>SCORE</u>
<b>80% - 100% of project funding benefits the disadvantaged community</b>	<b>5 points</b>	
<b>60% - 79% of project funding benefits the disadvantaged community</b>	<b>4 points</b>	
<b>40% - 59% of project funding benefits the disadvantaged community</b>	<b>3 points</b>	
<b>20% - 39% of project funding benefits the disadvantaged community</b>	<b>2 points</b>	
<b>1% - 19% of project funding benefits the disadvantaged community</b>	<b>1 points</b>	
<b>0% of project benefits the disadvantaged community</b>	<b>0 points</b>	
<b>Maximum Score</b>	<b>5 points</b>	

**Q7. USE OF CALIFORNIA CONSERVATION CORPS (CCC) OR A QUALIFIED COMMUNITY CONSERVATION CORPS (0 [ | -5 points)**

- a. The applicant coordinated with the CCC. And included name, e-mail, and phone # of the person contacted and the date the information was submitted to them. **Y/N**
- b. The applicant has coordinated with the California Association of Local Conservation Corps (CALCC) and included name, e-mail, and phone # of the person contacted and the date the information was submitted to them. **Y/N**
- c. The applicant intends to utilize the CCC or a certified community conservation corps on all items where participation is indicated? **Y/N**

		<u><b>SCORE</b></u>
<p>The applicant contacted <b>BOTH</b> the CCC and the CALCC and listed the contact names, e-mail addresses, and phone numbers for the corp persons contacted and the date the application information was submitted to them.</p> <p><b>PASS:</b> If the applicant contacted <b>BOTH</b> agencies and listed the contact information required move to sub-questions below for further scoring analysis.</p> <p><b>FAIL:</b> If the applicant did not contact <b>BOTH</b> agencies or did not list the contact information required, the applicant receives an automatic (-) 5 points.</p>	<p><b>PASS:</b> Move to sub-questions below for further review</p> <p>Or</p> <p><b>FAIL = (-) 5 points</b></p>	
<p>The applicant intends to utilize either the CCC or a certified community conservation corps on all items where participation is indicated?</p> <p><b>CORPS participation must be verified by checking the corps information supplied to Caltrans. If the applicants project is not on the list the score will be (-) 5 points.</b></p>	<p><b>Y = 0 points</b></p> <p>or</p> <p><b>N = (-) 5 points</b></p>	
<p>If <b>both</b> corps indicate on the Caltrans participation list that they cannot participate on the project, then the applicant will not be penalized and they will receive the maximum of "0" points.</p>	<p><b>0 points</b></p>	
<p>Question "c": If the applicant indicates that they will utilize a corp but does not include the required contact information for <b>BOTH</b> of the corps in "a" &amp; "b" then the score will be (-) 5 points.</p>	<p><b>(-) 5 points</b></p>	
<b>Maximum Score</b>	<p><b>Either: 0 points</b> or <b>(-) 5 points</b></p>	

Maximum score of "0" is predicated on the participation of at least one CORP to the maximum participation level that the CORP indicated that they can provide. Exception is that if **both** CORPS indicate that they cannot participate on the project, then the applicant will not be penalized and they will receive the maximum of "0" points.

**\*The CORP and CALCC participation tracking information is posted on the Caltrans ATP website: <http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html>**

**Q8. APPLICANT’S PERFORMANCE ON PAST GRANTS (0 to -10 points)**

A. Describe any of your agency’s ATP type grant failures during the past 5 years, and what changes your agency will take in order to deliver this project.

(Select only one)

		<b><u>SCORE</u></b>
<b>Applicant has no grant experience or applicant has performed satisfactorily on past grants.</b>	<b>0 points</b>	
<b>The applicant has discussed past problems delivering grants and has adequately described what measures will be taken to deliver this project.</b>	<b>or (-) 5 points</b>	
<b>The applicant has not performed satisfactorily on past grants and <u>has not</u> adequately described measures that will be taken to deliver this project.</b>	<b>or (-) 10 points</b>	
<b>Maximum Score</b>	<b>Max. 0 pts</b>	

Note: Reviewers will score the question based on the response given by the applicants. Caltrans District staff can verify the correctness of the applicant information.

**Q9. SHOVEL READINESS (0 or 10 points)**

- A. Describe whether or not the project is “shovel ready”. If the project is to be considered “shovel ready”, the applicant must provide copies of the fully executed NEPA document and the fully executed right of way certification.

Non-Infrastructure projects automatically receive 10 points.

(Select only one)

<b>Project is shovel ready and application includes copies of the fully executed NEPA documents and the fully executed right of way certification. (Or is a non-infrastructure project.)</b>	<b>10 points</b>	<b><u>SCORE</u></b>
<b>Project is not shovel ready; no documentation provided.</b>	<b>0 points</b>	
<b>Maximum Score</b>	<b>10 pts</b>	



# **ATTACHMENT B**

## **COMPLETE LIST OF SUBMITTED PROJECTS**

**2014 Active Transportation Program - Fresno Council of Governments**  
**Complete Project List**  
(\$1,000s)

	Co	Agency	Project Title	Total Project Cost	Total Fund Request	14-15	15-16	RW	CON	PAED	PSE	DAC	Plan	SRTS	SRTS-NI	Regional Score
1	FRE	Clovis	Master Transportation Development Plan for Trail/Pedestrian bridge East of Temperance, west of the Enterprise canal over SR 168	190	168	168			168				168			60.50
2	FRE	Clovis	Class 1 Sierra Gateway Regional Trail; Shepherd to DeWolf Avenues	890	787	787			787							54.25
3	FRE	Coalinga	City of Coalinga Active Transportation Plan	240	240	240			240			240	240			70.40
4	FRE	Firebaugh	Bike and Pedestrian Improvements from O Street from 8th Street to 13th Street	1891	1891	151	1740		1740	11	140	1891				0.00
5	FRE	Firebaugh	Install Sidewalks on Various Streets; P Street, Del Rio Avenue, Welty Avenue, Cordell Avenue	798	798	64	734		734	4	60	794		794		0.00
6	FRE	Fowler	Merced Street Pedestrian Facilities from 3rd Street to 5th Street	302	267	267			267							61.20
7	FRE	Fresno	Sidewalks on Hughes Avenue from Hedges to Floradora	234	208	81	127	71	127		10	208		208		60.50
8	FRE	Fresno	Traffic Signal Installation at Clinton and Thorne	477	424	35	389		389		35	424		424		59.75
9	FRE	Fresno	Bicycle/Pedestrian Master Plan Update	250	221	221			221			221	221			58.25
10	FRE	Fresno	Class II Bike Lanes; Butler Avenue from Hazelwood Avenue to Peach Avenue	274	197		197		164		33	197				56.50
11	FRE	Fresno	Sidewalks; Various Streets Adjacent to Columbia Elementary School	614	544	84	460		460		84	544		544		51.50
12	FRE	Fresno	Class II Bike Lanes; Barstow Avenue from Maroa Avenue to Del Mar Avenue	339	300	57	243	7	243		50	300				50.25
13	FRE	Fresno	Sidewalks on Orange Ave from Alta to Lowe	216	191	62	129	40	129	22		191				50.25
14	FRE	Fresno - PARCS	Bike Safety Education Program	255	250	250			250			250	250		250	56.00
15	FRE	Fresno County	Mt. Whitney Paved Pedestrian Bikeway from Grantland to Garfield	141	141	30	111		61	30	50	141				64.25
16	FRE	Fresno County	Dunlap Elementary to Leadership Academy; Install an in-pavement cross-walk lighting system and construct concrete sidewalk	162	162	32	130		118		44	162		162		64.25
17	FRE	Fresno County	Riverdale Pedestrian Path; Hazel from Mt. Whitney to Stathem	503	503	40	463	35	308	40	120	503		503		60.00
18	FRE	Fresno County	ADA path on Grove and Jensen Avenues from Ninth Street to Cedar Avenue	448	448	40	408	61	247	40	100	448				60.00
19	FRE	Fresno County	In pavement crosswalk lighting system; Fowler Avenue at De Woody	213	213	20	193		148	20	45	213		213		52.75
20	FRE	Huron	Construct Roundabout at Lassen Avenue and 4th Street	1559	1559	589	970	85	1145		329	1559		1500	59	0.00
21	FRE	Kerman	Pedestrian Safety Improvements throughout City	250	250	250			224	4	22	250		250		66.20
22	FRE	Kingsburg	Pedestrian Facilities on 10th Avenue from Stroud Avenue to Kamm Avenue	375	332	47	285	53	233		46	332		332		37.60
23	FRE	Mendota USD	Elementary School Pedestrian Improvements on 2nd Street, Bass Avenue, and Perez Avenue	254	254	25	229		229	25		254		254		59.00

**2014 Active Transportation Program - Fresno Council of Governments**  
**Complete Project List**  
(\$1,000s)

	Co	Agency	Project Title	Total Project Cost	Total Fund Request	14-15	15-16	RW	CON	PAED	PSE	DAC	Plan	SRTS	SRTS-NI	Regional Score
24	FRE	Orange Cove	Sidewalks, driveway approaches and ramps to meet ADA; East Railroad Avenue to 9th Street and along the west side of 9th from C to D Streets	372	330	330			330			330				42.00
25	FRE	Parlier	North side of Manning Avenue from Mendocino to 1285 feet E/O Mendocino; Crossing improvements at Mendocino & Tuolumne St. and curb, gutter, sidewalk and bike lands on Manning Avenue	358	200		200		180	3	17	200		200		57.80
26	FRE	Reedley	Install Sidewalks and Handicap Ramps at Lincoln Elementary North Frankwood Avenue and East Myrtle Avenue	140	140	25	115		115		25	140		140		0.00
27	FRE	San Joaquin	Install Sidewalks at Various Locations throughout City	1906	1906	220	1686		1686	10	210	1906		1906		0.00
28	FRE	San Joaquin	Class I Multi-Purpose Trail along Various Streets; Elm Avenue, Placer Avenue, Manning Avenue, Sutter Avenue	1579	1579	182	1397		1397	12	170	1579				0.00
29	FRE	Sanger	Sanger Fowler Switch Canal trail; Jensen Avenue to Greenwood Avenue	970	970	970			970			970				52.80
30	FRE	Selma	City of Selma Bicycle and Pedestrian Program	468	415		415		355		60	415	415		415	52.20
<b>TOTALS</b>				<b>16668</b>	<b>15888</b>	<b>5267</b>	<b>10621</b>	<b>352</b>	<b>13665</b>	<b>221</b>	<b>1650</b>	<b>14662</b>	<b>1294</b>	<b>7430</b>	<b>724</b>	

# **ATTACHMENT C**

## **SELECTED PROJECTS**

**2014 Active Transportation Program - Fresno Council of Governments**

**Recommended Project List**

Approved by the Fresno COG Policy Board 9/25/14

(\$1,000s)

Co	Agency	Project Title	Total Project Cost	Total Fund Request	14-15	15-16	RW	CON	PAED	PSE	DAC	Plan	SRTS	SRTS-NI	Regional Score	Federal	State
1	FRE Clovis	Enterprise Canal Class I Trail/Pedestrian Bridge Over State Route 168	190	168	168			168				168			60.50	168	
2	FRE Coalinga	City of Coalinga Active Transportation Plan	240	240	240			240			240	240			70.40		240
3	FRE Fowler	Merced Street Pedestrian Facilities from 3rd Street to 5th Street	302	267	267			267							61.20		267
4	FRE Fresno	Class II Bike Lanes; Butler Avenue from Hazelwood Avenue to Peach Avenue	274	197		197		164		33	197				56.50	197	
5	FRE Fresno	Bicycle/Pedestrian Master Plan Update	250	221	221			221			221	221			58.25	221	
6	FRE Fresno	Traffic Signal Installation at Clinton and Thorne	477	424	35	389		389		35	424		424		59.75	424	
7	FRE Fresno	Sidewalks on Hughes Avenue from Hedges to Floradora	234	208	81	127	71	127		10	208		208		60.50	208	
8	FRE Fresno - PARCS	Bike Safety Education Program	255	250	250			250			250	250		250	56.00		250
9	FRE Fresno County	Riverdale Pedestrian Path; Hazel from Mt. Whitney to Stathem	503	503	40	463	35	308	40	120	503		503		60.00	503	
10	FRE Fresno County	ADA path on Grove and Jensen Avenues from Ninth Street to Cedar Avenue	448	448	40	408	61	247	40	100	448				60.00	448	
11	FRE Fresno County	Mt. Whitney Paved Pedestrian Bikeway from Grantland to Garfield	141	141	30	111		61	30	50	141				64.25	141	
12	FRE Fresno County	Dunlap Elementary to Leadership Academy; Install an in-pavement cross-walk lighting system and construct concrete sidewalk	162	162	32	130		118		44	162		162		64.25		162
13	FRE Kerman	Pedestrian Safety Improvements throughout City	250	250	250			224	4	22	250		250		66.20		250
14	FRE Mendota USD	Elementary School Pedestrian Improvements on 2nd Street, Bass Avenue, and Perez Avenue	254	254	25	229		229	25		254		254		59.00		254
15	FRE Parlier	North side of Manning Avenue from Mendocino to 1285 feet E/O Mendocino; Crossing improvements at Mendocino & Tuolumne St. and curb, gutter, sidewalk and bike lands on Manning Avenue	358	200		200		180	3	17	200		200		57.80		200
<b>TOTALS</b>			<b>4,338</b>	<b>3,933</b>	<b>1,679</b>	<b>2,254</b>	<b>167</b>	<b>3,193</b>	<b>142</b>	<b>431</b>	<b>3,498</b>	<b>879</b>	<b>2,001</b>	<b>250</b>		<b>2,310</b>	<b>1,623</b>

RW: Right of Way Phase

CON:Construction Phase

PAED: Project Approval/Environmental Document Phase

PSE: Plans, Specifications & Estimate Phase

DAC: Benefit to Disadvantaged Communities

Plan: Active Transportation Plan

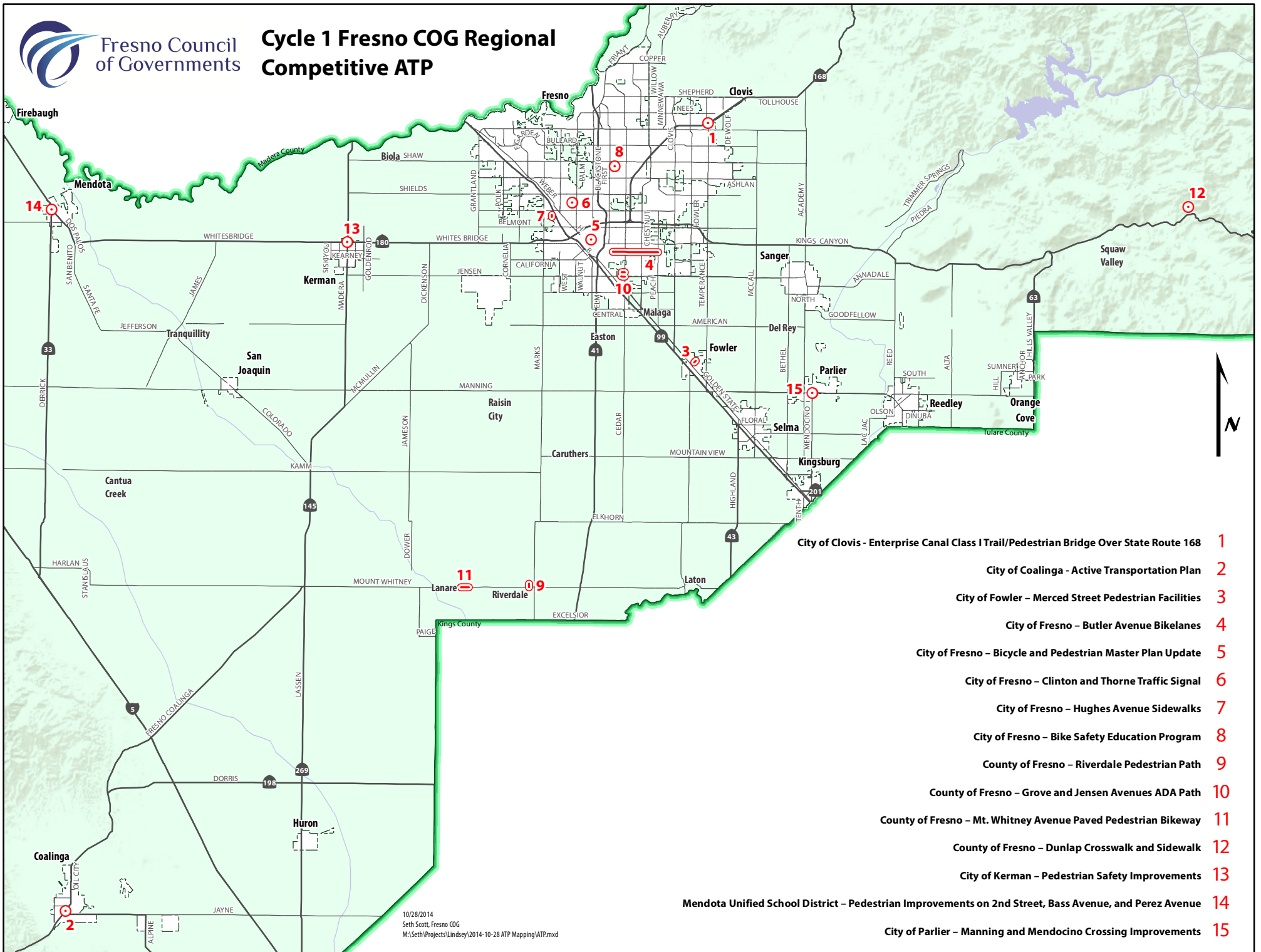
SRTS: Safe Routes to School

NI: Non-Infrastructure

# **ATTACHMENT D**

## **MAP OF SELECTED PROJECTS**

# Cycle 1 Fresno COG Regional Competitive ATP




- 1 City of Clovis - Enterprise Canal Class I Trail/Pedestrian Bridge Over State Route 168
- 2 City of Coalinga - Active Transportation Plan
- 3 City of Fowler - Merced Street Pedestrian Facilities
- 4 City of Fresno - Butler Avenue Bikelanes
- 5 City of Fresno - Bicycle and Pedestrian Master Plan Update
- 6 City of Fresno - Clinton and Thorne Traffic Signal
- 7 City of Fresno - Hughes Avenue Sidewalks
- 8 City of Fresno - Bike Safety Education Program
- 9 County of Fresno - Riverdale Pedestrian Path
- 10 County of Fresno - Grove and Jensen Avenues ADA Path
- 11 County of Fresno - Mt. Whitney Avenue Paved Pedestrian Bikeway
- 12 County of Fresno - Dunlap Crosswalk and Sidewalk
- 13 City of Kerman - Pedestrian Safety Improvements
- 14 Mendota Unified School District - Pedestrian Improvements on 2nd Street, Bass Avenue, and Perez Avenue
- 15 City of Parlier - Manning and Mendocino Crossing Improvements

# **ATTACHMENT E**

## **CALTRANS ATP NEXT STEPS PRESENTATION**






## ATP NEXT STEPS IN THE PROJECT PROCESS

1

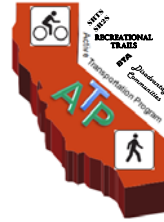
Teresa McWilliam  
❖ 916-653-0328  
❖ Teresa.mcwilliam@dot.ca.gov  
ATP Program Manager

## CONGRATULATIONS ON HAVING YOUR PROJECT SELECTED FOR CYCLE 1 ATP FUNDING!


2

### NOW WHAT DO YOU NEED TO DO?



### ATP PRESENTATION TOPICS

- Funding Disclaimer
- DLAE contact information
- State-only funds
- Programming
- Allocation(s)
- Time Extension(s)
- Project Implementation
- SRTS- NI
- CCC &/or CalCC (the Corp(s))
- New Agency
- Cycle 2



3

### FUNDING DISCLAIMER

The first thing we want to do is remind you that:

ATP **is a** Reimbursement Program

ATP **is NOT** a grant program

- Do not start any work, including-
  - Design
  - Advertisement of contracts or
  - Construction

Any work performed prior to federal "Authorization to Proceed" is not eligible for reimbursement and may disqualify that phase for reimbursement. Contact your DLAE\* or district engineer.\*

\*If you don't know who your DLAE is, see slides 10 & 11

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### FUNDING DISCLAIMER- CONTINUED

Your project may contain ineligible items. These items may be identified:

- by HQ, from the application, or by
- the District during-
  - the field review, or by
  - reviewing the application.

An awarded project does not imply that all proposed work is eligible for reimbursement.

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### PRESENTATION OBJECTIVES

This 63 slide Powerpoint presentation has been prepared for those agency's whose projects that were selected (or will be selected) for ATP Cycle 1 funding, either at the August California Transportation Commission (CTC) meeting or the November 12<sup>th</sup> CTC meeting. There are some differences in how these 2 "lists" of projects will move forward. I will be referring to them as the "August or Statewide List" or the "November or MPO list", in those cases.

This will be a high level presentation- and the main point will be that your District Local Assistance Engineer or DLAE is here to assist your projects through the process.

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ACRONYMS

- o ATP- Active Transportation Program
- o CTC- Ca. Trans. Commission
- o DLAE- District Local Assistance Engineer
- o CCC and/or CalCC- California or Local Conservation Corp(s)
- o PPR- Project Programming Request form
- o CEQA & NEPA (federal funding only)- Environmental certifications
- o SOF- State-only funding
- o PE, ROW or R/W, CON- Preliminary Engineering, Right-of-way, Construction
- o TIP- Transportation Improvement Program (RTIP, FTIP FSTIP) "Programming"
- o MPO- Metropolitan Planning Organization
- o RTPA-Regional Trans. Planning agency
- o SFY & FFY- State Fiscal year & Federal Fiscal Year
- o RFA-Request for Authorization (Fed funds only)
- o NI- Non-Infrastructure
- o SRTS- Safe Routes to school

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WEBSITES

CTC ATP website:  
<http://www.catc.ca.gov/programs/ATP.htm>  
 Legislated ATP Guidelines, fund estimate, copies of all of the Cycle 1 funded applications.

The CTC has posted all of the August awarded applications for viewing at:  
[http://www.catc.ca.gov/programs/ATP/2014\\_Project\\_Apps.html](http://www.catc.ca.gov/programs/ATP/2014_Project_Apps.html)

Local Assistance ATP Website:  
<http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html>  
 LAGP ATP Chapter 22 & Exhibits

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LAPG CHAPTER 22, ATP FORMS

<http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html>  
 LAGP ATP Chapter 22 & Exhibits

- Ex 22-A Award Information (Contract Award)
- Ex 22-B Request for Time Extension
- Ex 22-C State-Only Finance letter
- Ex 22-F Request for State-only funding
- Ex- 22G thru I PPR (Project Programming Request)
- Ex 22-N Funding Allocation Checklist
- Ex 22-O Request for Funding Allocation

Per the CTC guidelines "The agency has 36 months from Construction contract award to complete the contract,. The CTC may extend the deadline." We have modified the Request form to include this information.

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DLAE OR DISTRICT ENGINEER

If you do not know who your DLAE or District Engineer is, go to: <http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm> and click on the district your project is in.

- District 1- Del Norte, Humboldt, Lake & Mendocino Counties
- District 2- Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama & Trinity Counties
- District 3- Butte, Colusa, El Dorado, Glenn, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, & Yuba Counties
- District 4- Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano & Sonoma Counties

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DLAE OR DISTRICT ENGINEER- CONTINUED

- District 5- Santa Barbara, San Benito, San Luis Obispo, Santa Cruz & Monterey Counties
- District 6- Fresno, Madera, Kings, Western Kern, & Tulare Counties
- District 7- Los Angeles & Ventura Counties
- District 8- San Bernardino & Riverside Counties
- District 9- Inyo, Eastern Kern & Mono Counties
- District 10- Alpine, Amador, Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, & Tuolumne Counties
- District 11- Imperial & San Diego Counties
- District 12- Orange County

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DLAE OR DISTRICT ENGINEER- CONTINUED

<http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm>

Local Assistance Contacts

LOCAL ASSISTANCE CONTACTS											
District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9	District 10	District 11	District 12
District 01 Local Assistance Suzi Theiss 1656 Union St. (95501) P.O. Box 3700 Eureka, CA 95502-3770 Public: (707) 445-6399, FAX: (707) 441-2048, Fax: 8-538-2048 Counties: Del Norte, Humboldt, Lake, Mendocino											

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## DIFFERENCES BETWEEN FEDERAL FUNDS & STATE-ONLY FUNDS

- | Federal  | State   |
|--|---|
| <ul style="list-style-type: none"> <li>Has to be Programmed (usually) in the TIP</li> <li>E-76/Obligation/ Authorization package</li> <li>Environmental               <ul style="list-style-type: none"> <li>CEQA</li> <li>NEPA</li> </ul> </li> <li>ROW- Certification required prior to CON funding request</li> </ul> | <ul style="list-style-type: none"> <li>Was Programmed when the project was adopted</li> <li>State-only finance letter</li> <li>Environmental               <ul style="list-style-type: none"> <li>CEQA</li> </ul> </li> <li>ROW- Agency self certifies</li> </ul> |

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## STATE ONLY FUNDING (SOF)- FOR AUGUST LIST PROJECTS ONLY

- The CTC ATP Guidelines state “the smallest project(s) may be designated, at the time of programming, for state-only funding.”
- To request State-only funds for your project you need to go to the *Local Assistance Program Guidelines* Chapter 22- ATP, Exhibit 22-F “Request for ATP State-only Funding”.  
<http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html>
- Fill out the form and submit it to the ATP manager. By October 30, 2014

Caltrans- Local Assistance, ATP Manager  
1120 N street, MS 1  
Sacramento, CA 95814

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## STATE ONLY FUNDING- CONTINUED

- Priority will be given to requests of \$1M or less
- Caltrans will make a recommendation of State-only funded projects to the CTC, for the Statewide and Small Urban & Rural projects
- Caltrans will notify the requestors of their approval or denial
- Once a project is approved for State-only funding, the agency may begin the usual Allocation Request process (see slides 26 – 30)
  - The 1<sup>st</sup> day of Reimbursable work (for State-only funding) will be the date of the Allocation approval.

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## ATP PROGRAMMING- STATE ONLY FUNDING- CONTINUED

- For each phase of State-only funding an allocation has to be requested (see slides 26-30) , the State only Finance letter (Ex 22-C), along with any other required back-up documentation should also be submitted to your DLAE
- If your project is fully State-only funding, the agency self certifies that their Right-of-way Clearances have been achieved. Question #9 Exhibit 22-N Funding Allocation Checklist.

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## ATP PROGRAMMING- STATE ONLY FUNDING- CONTINUED


- If your project is currently in the Pre-construction phase (PE and/or ROW only) and you will be getting SOF for these phases; if your CON phase will be more than \$1M (and you will be coming in for future ATP funding for it), you should assume that you will be getting Federal funds. Therefore you MUST following the Federal requirements for all phases
- For future ATP Cycles the application will have the State-only funding request information on it, so the Award letter will indicate the type of funds on the project.

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## ATP STEPS

- Programming
  - Slides 19 – 25
- Allocation(s)
  - Slides 26-30
- Time Extension Request
  - Slides 31-32
- Project Implementation
  - Slides 33-52

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### PROJECT PROGRAMMING (FEDERAL FUNDING)

STATE FUNDS WERE PROGRAMMED AT THE SAME TIME THE CYCLE 1 LIST WAS ADOPTED BY THE CTC

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### PROJECT SCHEDULE- STEP 1 PROGRAMMING

Cycle 1 Statewide and Small Urban & Rural ATP Projects Announced



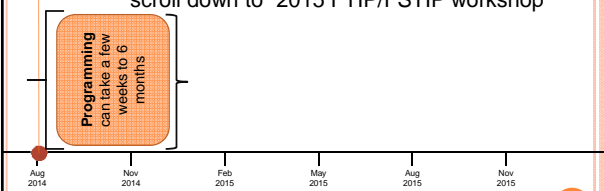
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### PROJECT SCHEDULE- STEP 1 PROGRAMMING

Cycle 1 Statewide and Small Urban & Rural ATP Projects Announced

For more programming information go to <http://www.dot.ca.gov/hq/transprog/oftmp.htm>, scroll down to "2015 FTIP/FSTIP workshop"

Programming can take a few weeks to 6 months



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### ATP PROGRAMMING BASIC INFO

- The FTIP is a four year statewide intermodal program of transportation projects that is consistent with the statewide transportation plan and the Federal Transportation Improvements Programs (FTIPs).
- The FTIP is prepared by Caltrans in cooperation with the Metropolitan Planning Organizations (MPOs) and the Regional Transportation Planning Agencies (RTPAs).
  - Include for each project listing:
    - A description of the work,
    - total project cost,
    - the source/amount/year of anticipated obligations (phases)
    - the responsible agency.

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### ATP PROGRAMMING FOR NON-MPO AGENCIES ONLY


- For non-MPO agencies- Caltrans is already working on programming the Cycle 1 projects
- Instead of amending the current 2013 FTIP Caltrans Programming plans to program the projects as a "group listing" in the 2015 FTIP.
- We are anticipating a mid-December 2014 approval by the Federal Highway Administration (FHWA), but this may vary by MPO.
- Group listings do not need to be programmed by phase.

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### THE PROJECT PHASES

- Permits & Environmental Studies (PA&ED)
- Plans, specs & estimates (PS&E)
- Right-of-way (ROW) capital outlay
- Support for ROW acquisition
- Construction (CON) capital outlay
- Construction Engineering (CE)

PE or Preliminary Engineering



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### ATP PROGRAMMING- FOR MPOS

- For MPO agencies- Agencies need to follow the Programming process for their MPO.
- More than likely MPOs will not be amending the 2013 FTIP. Most will be adding the projects as part of the 2015 FTIP.
- This process requires approval by FHWA.
- Your MPO should be able to give you an idea of when you project(s) will be programmed.

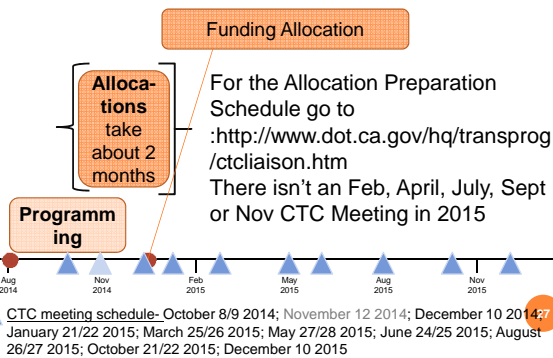
25

### ALLOCATION OF FUNDS



26

### PROJECT SCHEDULE- STEP 2 ALLOCATION OF FUNDS



### ATP ALLOCATIONS

- The Allocation request is first submitted to your DLAE. See the *Local Assistance Program Guidelines* (Chapter 22 ATP) for the Allocation request form.
  - We recommend submitting your Request for Authorization (RFA) package with your Allocation Request information.

Allocation Preparation Schedule

2014 California Transportation Commission (CTC) Meeting Schedule	Local Agency Submits On System Funds Requests, Program Amendments, and Time Extensions to Caltrans Divisions and CTC (not for Prop 118 Rail)	District Submits On System Funds Requests, Program Amendments, and Time Extensions to HQ DMTRC/DCLA	HQ DMTRC/DCLA Submits Final On System Requests to HQ DMTRC/DCLA System Requests to Budgets	Final Agenda Language Due From HQ Divisions to Office of CTC Liaison	Final Book Items Due From HQ Divisions to Office of CTC Liaison
Date/Time Location	10:00 am District & CTC	10:00 am HQ Division	4:00 PM Budget/Prog	10:00 am CTC Liaison	10:00 am CTC Liaison
October 8 - 9 - Central Valley	Mon, Aug 11, 14	Mon, Aug 18, 14	Mon, Aug 25, 14	Wed, Sep 3, 14	Thu, Sep 11, 14
December 18 - Inland Empire	Mon, Oct 13, 14	Mon, Oct 20, 14	Mon, Oct 27, 14	Wed, Nov 5, 14	Thu, Nov 13, 14
January 22, 2015- Sacto	Mon Nov 24	Mon Dec 1	Mon Dec 8	Wed Dec 17	Thu Dec 18

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### ATP ALLOCATIONS

- The “normal” process is to wait until your project has been programmed in the FTIP prior to requesting an Allocation.
- If you are certain that your project’s Programming will be completed during the 2 month Allocation Preparation time frame, you may be allowed to submit an “at risk” allocation request.
  - Normally, if the project programming isn’t completed by the day of the CTC meeting, it will be removed from the Vote List, and rolled to the following meeting. Cycle 1 this isn’t a requirement.
- Allocation requests are needed for each Phase of reimbursed work (PE, R/W & Con)

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### ATP ALLOCATIONS-CONTINUED

- Remember to include any documentation of agreements with the appropriate allocation request:
  - Partnering Agreement
    - CCC and/or CalCC agreement
  - Operations & Maintenance Agreement
- When programmed funds can not be allocated in the Programmed State Fiscal Year (SFY), then a time extension request must be submitted to the DLAE, for review by the CTC.



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**TIME EXTENSION REQUEST**

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**ATP TIME EXTENSION REQUEST (12 MONTHS MAX FOR ATP)**

- If your project has funding shown in 14-15 SFY (=July 1, 2014 thru June 30, 2015)

Agency	Project Title	Total Project Cost	Total Fund Request	14-15	15-16	ROW	CON	PA&ED	PIE
Los Angeles Co	Mid-Highrise Area Ped Access Improvements to M&A MAC	5,535	3,885					3,885	
Fresno	Active Transportation Program Plan	595	595			595			595
Fresno	Area 8 Complete Streets and Safe Routes	6,880	5,532	5,080	2,252	2,500	2,252	140	440

- You **MUST** submit your Allocation request to the District by April 28, 2015 (approx. 60 days prior to the meeting) for inclusion in the June 24/25, 2015 CTC Meeting agenda.
- If that phase of your project will not be ready for the request by then, then you **MUST** submit a Time Extension request Ex 22-B, as soon as you realize the project will not be ready. (But no later than April 28, 2015).

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**PROJECT IMPLEMENTATION**

33

**REQUEST FOR AUTHORIZATION (RFA)**

34

**PROJECT SCHEDULE- STEP 3 REQUEST FOR AUTHORIZATION**

Programming: Aug 2014

Allocation: Nov 2014

RFAs take about 1 month\*: Feb 2015 - May 2015

\* Provided the RFA submittal is complete & correct

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**PROJECT SCHEDULE- STEP 3 REQUEST FOR AUTHORIZATION (RFA)S**

- You will be doing an RFA for each component that you have requested funds for:
  - PA&ED → Can be combined= PE
  - PS&E
  - ROW, ROW support
  - CON, Con Management
- Please see the *Local Assistance Procedures Manual (LAPM)*, Chapter 3- "Project Authorization" for the forms and instructions <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>

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### PROJECT SCHEDULE- STEP 3 REQUEST FOR AUTHORIZATION (RFA)- PE

- Per Chapter 3 of the LAPM
  - The project sponsor, as identified in the FTIP/ESTIP is responsible for requesting the RFAs for their project.
  - For the PE phase; the request package must include, at a minimum Exhibits 3-A, 3-E and all required support documents.
  - Check with your DLAE for all requirements related to your project

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### PROJECT SCHEDULE- STEP 3B REQUEST FOR AUTHORIZATION (RFA)- ROW

- **All** Federally funded projects require a Right-of-way (ROW) certification, except for Non-Infrastructure (NI) projects.
- For the ROW phase the request package must include Exhibit 3-B & E, and 3-C, if applicable.
- An approved environmental document (NEPA) must be included with the ROW RFA.
- Check with your DLAE for all requirements related to your project

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### PROJECT SCHEDULE- STEP 3C REQUEST FOR AUTHORIZATION (RFA)- CON

- **The federal “Authorization to Proceed” with construction must be received prior to advertising the contract.**
- For the Con phase the request package must include Exhibit 3-D, 3-O, 12-C & D and the PS&E package.
- Check with your DLAE for all requirements related to your project.

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### REQUEST FOR CONSTRUCTION AUTHORIZATION (RFA)

- Construction contracts must be awarded within 6 months of the construction allocation:
  - Submit Exhibit 22-A “Award Information for ATP projects” your DLAE when the contract has been awarded
  - Submittal is required within 60 days of the contract award.
  - Projects not awarded within 4 months are reported to the CTC at their meetings.
  - If issues will delay the construction contract award beyond 6 months, then a time extension request must be submitted.
  - Construction phase must be completed within 3 years of the construction contract award date.
  - **If the Construction phase (including NI) will take longer than 36 months, after award of contract; at the time of Allocation, the Commission may extend the completion deadline. The ATP Allocation Request form asks this question.**
  - Final invoice submitted no later than 180 days after contract acceptance.

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### POST RFA THROUGH CLOSEOUT

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### INVOICING

- ATP is a reimbursement program, following your first Allocation approval (and authorization for Federal funds) you will receive an agreement package. Once the agreement(s) have been executed you can begin invoicing per Chapter 5 of the *Local Assistance Procedures Manual (LAPM)*.
- For federal funds you must invoice at least every 12 months per the Inactive Projects process. (6 months is recommended)  
<http://www.dot.ca.gov/hq/LocalPrograms/Inactiveprojects.htm>

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## ADVERTISE & AWARD

- For any phases where the project work will not be performed by the Agency's staff needs to follow Chapter 10 "Consultant Selection" and Chapter 15 "Advertise and Award" of the *Local Assistance Procedures Manual (LAPM)*.

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## PROJECT CLOSEOUT

- The local agency is responsible for preparing and submitting to the DLAE the "Report of Expenditures" package six (6) months after the completion of the project, per Chapter 17 of the *Local Assistance Procedures Manual (LAPM)*.
  - Reminder- the Agency must retain it's project documents for 3 years after the final project payment is received.

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## ATP REPORTING REQUIREMENTS

- As a condition of the project allocation, the Commission will require the implementing agency to submit semi-annual reports, to the DLAE, on the activities and progress made toward implementation of the project and a final delivery report.
- The purpose of the reports is to ensure that the project is executed in a timely fashion and is within the scope and budget identified when the decision was made to fund the project.

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## ATP REPORTING REQUIREMENTS- CONTINUED

The Active Transportation Program will be evaluated for its effectiveness in increasing the use of active modes of transportation in California. Evaluation is a requirement on all infrastructure and non-infrastructure projects.

- For ATP bike, pedestrian, and trail projects: the implementing agency must submit before and after pedestrian and/or bicycle counts, and an explanation of the methodology used for conducting the counts.

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## ATP REPORTING REQUIREMENTS- CONTINUED

For Safe Routes to School Projects:

- *For each school targeted by the project or covered under the umbrella of the project for school district(s) / region wide project(s), the implementing agency within two (2) months prior to and after project implementation for both infrastructure and non-infrastructure projects during the regular school year, the agency must collect data on two (2) separate days within the same week, using the Student Tally and Parent Survey forms found on the National Center for Safe Routes to School (NCSRTS) web site. Completed surveys and tally forms must be submitted to the NCSRTS. Copies of the Student Tallys and Parent Survey forms also be submitted to CalTrans with the implementing agencies semi annual reports.*

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## ATP REPORTING REQUIREMENTS- CONTINUED

For Safe Routes to School Projects:

- It is preferred that the data be submitted by entering the information into the NCSRTS on-line database accessed at: <http://www.saferoutesinfo.org/data/> or by hard copy at this address:  
National Center for Safe Routes to School  
Attn: Data Center  
730 Martin Luther King Jr. Blvd., Suite 300  
Chapel Hill, NC 27599
- The hard-copy student tally and parent survey must be submitted with a cover sheet that is generated by the NCSRTS database.
- For more information on The NCSRTS on-line database submittal process, go to: [http://www.saferoutesinfo.org/resources/evaluation\\_cover\\_sheets.cfm](http://www.saferoutesinfo.org/resources/evaluation_cover_sheets.cfm)

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### ATP REPORTING REQUIREMENTS- CONTINUED

- Within 1 year of the project becoming operable, the implementing agency must provide a final delivery report which includes:
  - The scope of the completed project versus the programmed project
  - Before and after photos, documenting the project.
  - The final costs versus the approved project budget
  - The duration versus the schedule shown in the application
  - Performance outcomes versus those described in the application
  - Actual use of the Corp(s) versus those described in the application
- This final delivery report is in addition to the Report of Expenditures process on Slide 40.

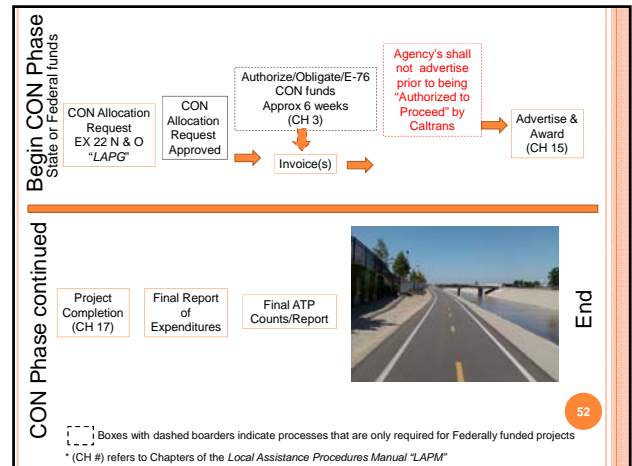
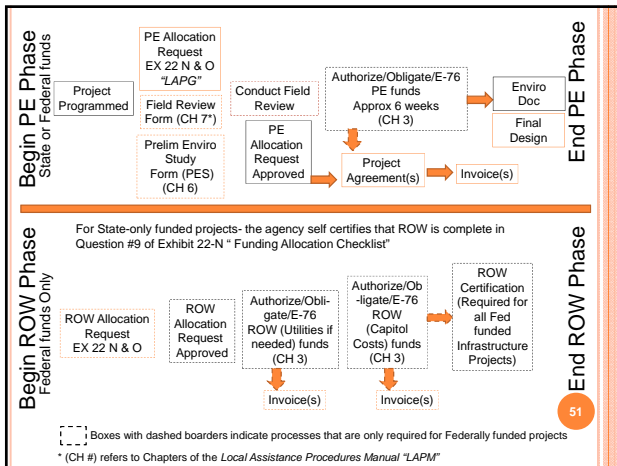
A project is considered operable when the construction contract is accepted or acquired equipment is received, or the NI activities as complete.

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### ATP REPORTING REQUIREMENTS- AUDITS

- Caltrans must audit a sample of ATP projects to evaluate the performance of the project, determine whether project costs incurred and reimbursed are in compliance with the executed project agreement, state and federal laws and regulations, contract provisions, CTC guidelines, and whether project deliverables and outcomes are consistent with the project scope, schedule and benefits.

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### NON-INFRASTRUCTURE (NI) PROCESS

- Programming- same as other projects
- Eligible for Requesting State-only funding
- Needs a Request for Construction Allocation only-
  - The Environmental Certification is part of the Allocation request package- contact your DLAE for assistance with this. At a minimum the Request for Allocation for NI should include Exhibit 3-R "Non-Infrastructure Project Work Plan" (for both State-only and Federal funding)
- NI work is funded under the Construction component: use Exhibit 6-J PES-NI for the environmental request on federal funded projects
  - Contact your DLAE for any additional requirements

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### SAFE ROUTES TO SCHOOL-NON-INFRASTRUCTURE (SRTS-NI)

Consider using the **Technical Assistance Resource Center** or **TARC** instead of reinventing the wheel.

- ◻ Go to [www.casaferoutestoschool.org](http://www.casaferoutestoschool.org)



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### SRTS-NI TARC CONTINUED

**New Tools**  
California Active Communities' Safe Routes to School (SRTS) Technical Assistance Resource Center offers a large collection of free resources to help grow Safe Routes to School programs in your community.

**Special Community Considerations**

- Addressing California Low-Income and Underserved Communities in SRTS Toolkit
- California SRTS Rural Toolkit
- California SRTS Tribal Toolkit

**School-Specific Resources**

- California Pedestrian and Bicycle Safety Curriculum (4th and 5th grades)
- California SRTS Youth Engagement Curriculum (middle school)
- Crosswalks: Where the Needs of School Principals and Safe Routes to School Programs Intersect

**General Resources**

- Walk To School Infographic
- California Customizable SRTS Resources
- California SRTS Decision Maker Toolkit
- California SRTS Pedestrian and Bicycle Collision Maps

*Toolkits coming soon*

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### SRTS-NI TARC CONTINUED

**SRTS Basics**

- Understand SRTS
- Educate Children and Parents
- Make It Fun
- Engineer Safer Routes
- Partner with Enforcement
- Evaluate Your Program
- Get on the Map
- Start a Program
- Create a Plan
- Address Common Concerns
- Address Equity
- Find Funding
- Sustain Your Work
- Healthy Development
- Low-Cost SRTS Activities

**Understand SRTS**  
Learn more about California's SRTS Program, California SRTS funding, and the 5 C's of a comprehensive SRTS program: Education, Encouragement, Engineering, Enforcement, and Evaluation.

**Start a Program**  
Get ideas for starting and building support for a SRTS Program at your school!



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### SRTS-NI TARC CONTINUED


**Get Assistance**

- How Can I Get Help?
- Regional Networks
- How Can I Get Help?
- Regional Networks
- Webinars
- Tools

**Sign-Up for E-News**  
Sign up for our e-mail distribution list to stay informed on the latest resources, events, funding opportunities, and much more!

**Webinars**  
TARC hosts free webinars on topics including SRTS planning and data collection. Check here to review past webinars and related material.

**Tools**  
Find resources that support your work, including customizable logos and mapping tools.





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### CCC AND/OR CALCC - CALIFORNIA CONSERVATION CORP OR CA. LOCAL CONSERVATION CORP

**CCC AND/OR CALCC - CALIFORNIA CONSERVATION CORP OR CA. LOCAL CONSERVATION CORP**

- If the CCC and/or CalCC indicated that they intended to partner on your project; the applicant needs to re-contact the corp(s) prior to Construction Allocation Request, to determine which information they will need in order to supply a cost estimate.

If you don't recall if either indicated they would partner, go to the "CCC & CalCC Tracking list" on the Local Assistance ATP website






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### CCC AND/OR CALCC

- To partner with CCC and/or CalCC for construction activities:
  - An agreement must be entered into between the Applicant and the corp(s), prior to the Construction allocation request.
  - Proof of the agreement must be submitted with the Construction Allocation request package.

Your project may have been selected by both Corp's, if they both selected the same items, they will have to decide which one will be doing the work.






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### CCC AND/OR CALCC

- To partner with CCC and/or CalCC for construction activities:
  - If the Corp(s) estimate is less than an engineer's estimate, the applicant will need to fill out a "Public Interest Finding" form (PIF- Local Assistance Procedures Manual Ex 12-F), and submit it with the RFA for construction.

If the corp(s) estimate isn't less than the Engineer's estimate, then the corp(s) work is not economically justified for partnering on the project.

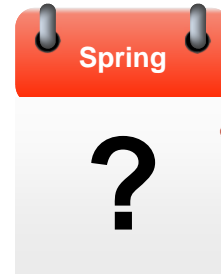



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NEW AGENCY

- If your agency currently does not have a:
  - State Master Agreement or
  - Federal Master Agreement
  - This means you checked box #13 on the Application I. "General Information"
- Contact your DLAE as soon as possible, as the pre-agreement audit can take 6 months or more.

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2015

**Cycle 2  
Statewide  
Call for  
Projects**

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California Department of Transportation  
Division of Local Assistance  
Office of Active Transportation & Special Programs  
1120 N Street, MS 1  
Sacramento, CA 95814



**Teresa McWilliam, P.E.**  
Active Transportation Program Manager  
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