

# **Fresno COG Regional Competitive Active Transportation Program**

## Enclosures

CTC Approved Fund Estimate

Cycle 1 and Cycle 2 Differences

Draft Regional Guidelines

MAG Member List

Draft Application

Draft Supplemental Application

# CTC Approved Fund Estimate

# Memorandum

To: CHAIR AND COMMISSIONERS  
CALIFORNIA TRANSPORTATION COMMISSION

CTC Meeting: March 26, 2015

Reference No.: 4.15  
Action Item

From: NORMA ORTEGA  
Chief Financial Officer

Prepared by: Steven Keck, Chief  
Division of Budgets

Subject: **2015 ACTIVE TRANSPORTATION PROGRAM FUND ESTIMATE  
RESOLUTION G-15-06**

## **RECOMMENDATION:**

The California Department of Transportation (Department) recommends the California Transportation Commission (Commission) approve the 2015 Active Transportation Program (ATP) Fund Estimate.

## **ISSUE:**

The 2015 ATP Fund Estimate's program capacities are based on Senate Bill (SB) 99 and Assembly Bill (AB) 101, along with the Federal Highway Administration, Commission and California State Transportation Agency guidance. On January 22, 2015, the 2015 Draft ATP Fund Estimate was presented to the Commission. Since that time, the Department has consulted with Commission Staff to make any needed updates or amendments.

## **BACKGROUND:**

The ATP, as articulated in SB 99 and AB 101, was signed into law on September 26, 2013. It replaced the existing system of small-dedicated grant programs, which funded Safe Routes to Schools, bicycle programs, and Recreational Trails. The ATP divides approximately \$120 million for active transportation projects between the state and regions, subject to 2015 guidelines. The intent of combining this funding is to improve flexibility and reduce the administrative burden of having several small independent grant programs.

## **RESOLUTION G-15-06:**

- 1.1. WHEREAS, the Active Transportation Program (ATP) was created by Senate Bill 99 (Chapter 359, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking; and
- 1.2. WHEREAS, on January 22, 2015, the Department presented to the Commission with a Draft 2015 ATP Fund Estimate; and

- 1.3. WHEREAS, the Department consulted with Commission staff regarding potential updates to the 2015 ATP Fund Estimate.
- 2.1. NOW THEREFORE BE IT RESOLVED that the California Transportation Commission does hereby adopt the proposed 2015 ATP Fund Estimate, as presented by the Department on March 25 2015, with programming in the 2015 ATP to be based on 2015 guidelines and the statutory funding identified.

Attachment

**ACTIVE TRANSPORTATION PROGRAM (ATP)  
 FUND ESTIMATE  
 (\$ in thousands)**

	2015-16	2016-17	2017-18	2018-19	3-Year Total	4-Year Total
<b>RESOURCES</b>						
<b>STATE RESOURCES</b>						
Beginning Balance	\$0					\$0
State Highway Account	34,200	34,200	34,200	34,200	102,600	136,800
<b>State Resources Subtotal</b>	<b>\$34,200</b>	<b>\$34,200</b>	<b>\$34,200</b>	<b>\$34,200</b>	<b>\$102,600</b>	<b>\$136,800</b>
<b>FEDERAL RESOURCES</b>						
Transportation Alternatives Program (TAP)	\$63,650	\$63,650	\$63,650	\$63,650	\$190,950	\$254,600
TAP Recreational Trails	1,900	1,900	1,900	1,900	5,700	7,600
Other Federal	19,950	19,950	19,950	19,950	59,850	79,800
<b>Federal Resources Subtotal</b>	<b>\$85,500</b>	<b>\$85,500</b>	<b>\$85,500</b>	<b>\$85,500</b>	<b>\$256,500</b>	<b>\$342,000</b>
<b>TOTAL RESOURCES AVAILABLE</b>	<b>\$119,700</b>	<b>\$119,700</b>	<b>\$119,700</b>	<b>\$119,700</b>	<b>\$359,100</b>	<b>\$478,800</b>
<b>DISTRIBUTION</b>						
<b>URBAN REGIONS (MPO Administered)</b>						
State	(\$13,221)	(\$13,221)	(\$13,221)	(\$13,221)	(\$39,663)	(\$52,884)
Federal	(34,659)	(34,659)	(34,659)	(34,659)	(103,977)	(138,636)
<b>Urban Regions Subtotal</b>	<b>(\$47,880)</b>	<b>(\$47,880)</b>	<b>(\$47,880)</b>	<b>(\$47,880)</b>	<b>(\$143,640)</b>	<b>(\$191,520)</b>
<b>SMALL URBAN &amp; RURAL REGIONS (State Administered)</b>						
State	(\$4,829)	(\$4,829)	(\$4,829)	(\$4,829)	(\$14,487)	(\$19,316)
Federal	(7,141)	(7,141)	(7,141)	(7,141)	(21,423)	(28,564)
<b>Small Urban &amp; Rural Regions Subtotal</b>	<b>(\$11,970)</b>	<b>(\$11,970)</b>	<b>(\$11,970)</b>	<b>(\$11,970)</b>	<b>(\$35,910)</b>	<b>(\$47,880)</b>
<b>STATEWIDE COMPETITION (State Administered)</b>						
State	(\$16,150)	(\$16,150)	(\$16,150)	(\$16,150)	(\$48,450)	(\$64,600)
Federal	(43,700)	(43,700)	(43,700)	(43,700)	(131,100)	(174,800)
<b>Statewide Competition Subtotal</b>	<b>(\$59,850)</b>	<b>(\$59,850)</b>	<b>(\$59,850)</b>	<b>(\$59,850)</b>	<b>(\$179,550)</b>	<b>(\$239,400)</b>
<b>TOTAL DISBURSEMENTS</b>	<b>(\$119,700)</b>	<b>(\$119,700)</b>	<b>(\$119,700)</b>	<b>(\$119,700)</b>	<b>(\$359,100)</b>	<b>(\$478,800)</b>

Note: Individual numbers may not add to total due to independent rounding.

Final dollar amounts may vary based on actual apportionment and obligational authority by FHWA or any changes in Federal guidance.

URBAN REGIONS	FEDERAL TAP	FEDERAL OTHER	STATE	TOTAL SHARES	Disadvantaged Communities*
MTC Region	\$ 5,252	\$ 1,915	\$ 2,908	\$ 10,075	\$ 2,519
SACOG Region	1,472	609	1,123	3,205	801
SCAG Region	14,493	4,833	6,106	25,432	6,358
Fresno COG (Fresno UZA)	559	249	503	1,311	328
Kern COG (Bakersfield)	448	225	510	1,183	296
SANDAG (San Diego UZA)	2,526	829	1,006	4,361	1,090
San Joaquin COG (Stockton)	317	183	465	966	241
Stanislaus COG (Modesto)	306	138	281	725	181
Tulare CAG (Visalia)	187	118	317	623	156
<b>Total</b>	<b>\$ 25,559</b>	<b>\$ 9,100</b>	<b>\$ 13,221</b>	<b>\$ 47,880</b>	<b>\$ 11,970</b>

Note: Individual numbers may not add to total due to independent rounding.

Final dollar amounts may vary based on actual apportionment and obligational authority by FHWA or any changes in Federal

\* Per Senate Bill 99, guidelines shall include a process to ensure no less than 25 percent of overall program funds benefit disadvantaged communities.

# Cycle 1 and Cycle 2 Differences

## Updates to Fresno COG Regional Guidelines for Cycle 2

<b>Section</b>	<b>2014 Cycle 1</b>	<b>2015 Cycle 2</b>
<b>Milestone Dates</b>	Call for Projects June 26 <sup>th</sup> – August 27 <sup>th</sup>	Call for Projects: June 26 <sup>th</sup> -August 7 <sup>th</sup>
<b>SRTS:</b>	No set-aside or minimum requirement for SRTS type projects	No set-aside or minimum requirement for SRTS type projects
<b>Matching Requirements (to be further updated)</b>	Must include at least 11.47% in matching funds to be eligible. However projects predominantly benefiting a disadvantaged community only need to meet one of the three following options: either provide a local match of at least 11.47%, provide proof that the project is shovel ready or provide proof that the implementing agency has and will continue to partner with an outside agency to implement the project, such as a school district.	No match required; however, up to a certain amount, like 5 extra points, will be given if a match is provided. Points given on a graduated scale with matches 20% and greater receiving the most points  <i>Further MAG discussions will include the development of a tiered point system for leveraging ATP funds.</i>
<b>Funding Active Transportation Plans (up to 5%)</b>	No set-aside for plans	No set-aside for plans
<b>Minimum Request</b>	No minimum requirement	No minimum requirement
<b>Maximum Request</b>	No Maximum	“Encourage” ATP fund awards of \$1 million or less per project
<b>Disadvantaged Communities (to be further updated)</b>	Median household income is less than 80% of statewide median or Lowest 10% of CalEnviroScreen or 75% of public school students are eligible to receive free or reduced-price meals	In order for an applicant to qualify for disadvantaged community status, Caltrans notes that a project must serve: (1) an area where median household income is 80% or less the statewide average;  (2) an area among the 25% most disadvantaged areas per the CalEnviroScreen scoring tool;  (3) an area where at least 75% of public school students qualify for free or reduced price meals.  The MAG agreed to explore consideration of adding a definition for “severely disadvantaged” as those projects benefiting areas amongst the lowest 10% most disadvantaged areas per CalEnviroScreen to the scoring criteria. Details on the scoring are evolving and will be forthcoming.
<b>Scoring Criteria (to be further updated)</b>	Points for shovel ready projects	Eliminate extra points for shovel ready projects

# Draft Regional Guidelines





# Fresno Council of Governments

**DRAFT**

## ***Cycle 2***

**REGIONAL COMPETITIVE  
ACTIVE TRANSPORTATION PROGRAM**

**GUIDELINES**

***To be adopted by Fresno COG Policy Board on 5-28-15***

***To be approved by the  
California Transportation Commission 6-24-15***

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# INTRODUCTION

## BACKGROUND

The Active Transportation Program 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.

These guidelines describe the policy, standards, criteria, and procedures for the development, adoption and management of the Regional Competitive Fresno Council of Governments (FCOG) Active Transportation Program. The guidelines were developed in consultation with FCOG's Programming Sub-Committee and an Active Transportation Program Multidisciplinary Advisory Group (MAG). The MAG includes representatives from Caltrans, other government agencies, and active transportation stakeholder organizations with expertise in public health and pedestrian and bicycle issues, including Safe Routes to School programs.

The California Transportation Commission (CTC) must approve these guidelines so that FCOG may carry out the Active Transportation Program at the Metropolitan Planning Organization (MPO) level.

## PROGRAM GOALS

Pursuant to statute, the goals of the Active Transportation Program are to:

- Increase the proportion of trips accomplished by biking and walking.
- Increase the safety and mobility of non-motorized users.
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to Senate Bill 375 (Chapter 728, Statutes of 2008) and Senate Bill 391 (Chapter 585, Statutes of 2009).
- Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding.
- Ensure that disadvantaged communities fully share in the benefits of the program.
- Provide a broad spectrum of projects to benefit many types of active transportation users.

## PROGRAM SCHEDULE

The Cycle 2 Statewide guidelines for the 2015~~initial~~ two-year program of projects were adopted on March 26~~9~~, 2014 by the CTC. This second program of projects must be adopted by the CTC by December 2015. Subsequent programs must be adopted no later than April 1 of each odd-numbered year; however, the CTC may alternatively elect to adopt a program annually.

The following schedule lists the major milestones for the development and adoption of the 2014~~5~~ Active Transportation Program:

- ~~Notify CTC of FCOG supplemental ATP – April 22, 2014~~
- CTC adopts ATP Fund Estimate – March 26, 2015
- FCOG DRAFT ATP Regional Guidelines to TTC/PAC for approval – May 98, 20154
- FCOG DRAFT ATP Regional Guidelines to FCOG Policy Board for adoption – May 289, 20145
- Submit FCOG ATP Regional Guidelines to CTC – June 1, 2015
- CTC approves or rejects FCOG Final ATP Regional Guidelines – June 24-25, 20145

- Regional Competitive FCOG ATP Call for Projects – June 26-August 27, 2014<sup>5</sup>
- CTC staff recommendation for statewide portions of the ATP – ~~August-September 15~~, 2014<sup>5</sup>
- FCOG Multidisciplinary Advisory Group reviews and scores regional level projects – September 15-23<sup>4</sup>, 2014<sup>5</sup>
- FCOG selected draft project list s-to TTC/PAC for recommendation to approve – ~~September 12, 2014~~October 9, 2015
- CTC adopts statewide ATP program of projects project list – ~~August 20~~October 21-22, 2014<sup>5</sup>
  - o Projects not selected in statewide program compete in the ~~sent to~~ FCOG Regional ATP
- FCOG selected draft project lists to FCOG Policy Board for adoption – ~~September 25~~October 29, 201<sup>5</sup><sup>4</sup>
- Deadline for MPO project programming recommendations to CTC – ~~September 3~~November 16<sup>9</sup>, 2014<sup>5</sup>
- CTC adopts MPO selected projects – ~~November 2014~~December 9-10, 2015
- FCOG programs selected ATP projects as an amendment to the in-2015 FTIP-~~January-February~~ 2015

## FUNDING

### SOURCE

The Active Transportation Program is funded from various federal and state funds appropriated in the annual Budget Act. These are:

- 100% of the federal Transportation Alternative Program funds, except for federal Recreation Trail Program funds appropriated to the Department of Parks and Recreation.
- \$21 million of federal Highway Safety Improvement Program funds or other federal funds.
- State Highway Account funds.

In addition to furthering the goals of this program, all Active Transportation Program projects must meet eligibility requirements specific to at least one ~~of the~~ Active Transportation Program's funding sources.

### DISTRIBUTION

Active Transportation Program (ATP) funds from the State of California provide an important ~~new~~ funding source for active transportation projects. State and federal law segregate the Active Transportation Program into multiple, overlapping components. The Active Transportation Program Fund Estimate must indicate the funds available for each of the program components.

Forty percent of ATP funds must be distributed to Metropolitan Planning Organizations (MPO) in urban areas with populations greater than 200,000. These funds must be distributed based on total MPO population.

Per the ATP Fund Estimate, As a part of the Regional Competitive ATP for FCOG, \$3.9 million will be available in the first-second cycle, that is, \$1.9 million per year which includes \$2.622 million in for -Fiscal Year 146/157, 17/18, and 18/19 and \$1.311 in Fiscal Year 15/16 for the Fresno COG Regional Competitive ATP for FCOG. Per Senate Bill 99, ATP guidelines include a process to ensure that no less than 25 % of overall program funds shall benefit disadvantaged communities.

The funds programmed and allocated under this paragraph must be selected through a competitive process by the MPOs in accordance with these guidelines. Projects selected by MPOs may be in either large urban, small urban or rural areas.

## MATCHING REQUIREMENTS

~~Although it is encouraged to leverage additional funds, projects submitted to FCOG for the regional competitive ATP must are not required to include at least 11.47% in matching funds to be eligible. However, if an agency chooses to provide match funds, points will be awarded based on the amount of the non-ATP funding pledged to the project. projects predominantly benefiting a disadvantaged community only need to meet one of the three following options: either provide a local match of at least 11.47%, provide proof that the project is shovel ready or provide proof that the implementing agency has and will continue to partner with an outside agency to implement the project, such as a school district. This is applicable to all project categories. The source of the matching funds may be any combination of local, private, state or federal funds. Matching funds must be expended in the same project phase (permits and environmental studies; plans, specifications, and estimates; right of way capital outlay; support for right-of-way acquisition; construction capital outlay; and construction engineering) as the Active Transportation Program funding. Matching funds cannot be expended prior to the CTC allocation of Active Transportation Program funds in the same project phase (permits and environmental studies; plans, specifications, and estimates; right-of-way; and construction). Matching funds must be expended concurrently and proportionally to the Active Transportation Program funds. Matching funds over and above the required 11.47% may be adjusted before or shortly after contract award to reflect any substantive change in the bid compared to the estimated cost of the project. This is applicable to all project categories. The source of the matching funds may be any combination of local, private, state or federal funds.~~

Comment [MG1]: New requirement proposed

## REIMBURSEMENT

The Active Transportation Program is a reimbursement program for eligible costs incurred. Reimbursement is requested through the invoice process detailed in Chapter 5, Accounting/Invoices, Local Assistance Procedures Manual. Costs incurred prior to CTC allocation and, for federally funded projects, Federal Highway Administration project approval (i.e. Authorization to Proceed) are not eligible for reimbursement.

## ELIGIBILITY

### ELIGIBLE APPLICANTS

The applicant and/or implementing agency for Active Transportation Program funds assumes responsibility and accountability for the use and expenditure of program funds. Applicants and/or implementing agencies must be able to comply with all the federal and state laws, regulations, policies and procedures required to enter into a Local Administering Agency-State Master Agreement (Master Agreement). Refer to Chapter 4, Agreements, of the Local Assistance Procedures Manual for guidance and procedures on Master Agreements. The following entities, within the State of California, are eligible to apply for Active Transportation Program funds:

- Local, Regional or State Agencies-Examples include city, county, MPO\*, and Regional Transportation Planning Agency.
- Transit Agencies -Any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration.
- Natural Resource or Public Land Agencies -Federal, Tribal, State, or local agency responsible for natural resources or public land administration. Examples include:
  - State or local park or forest agencies
  - State or local fish and game or wildlife agencies
  - Department of the Interior Land Management Agencies
  - U.S. Forest Service
- Public schools or School districts.
- Tribal Governments -Federally-recognized Native American Tribes.
- Private nonprofit tax-exempt organizations may apply for recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails. Projects must benefit the general public, and not only a private entity.
- Any other entity with responsibility for oversight of transportation or recreational trails that the CTC determines to be eligible.

For funding awarded to a tribal government, a fund transfer to the Bureau of Indian Affairs may be necessary. A tribal government may also partner with another eligible entity to apply if desired.

As noted above, all applicants must comply with the federal aid process. Agencies applying for infrastructure funding that are not familiar with the federal aid process and federal policies and procedures shall partner with a local agency that possesses expertise in these funding program requirements. See below for more information on partnering opportunities.

## PARTNERING WITH IMPLEMENTING AGENCIES

Entities that are unable to apply for Active Transportation Program funds or that are unable to enter into a Master Agreement with the State must partner with an eligible applicant that can implement the project. Entities that are unfamiliar with the requirements to administer a Federal-Aid Highway Program project may partner with an eligible applicant that can implement the project. If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement (e.g., letter of intent) must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.

The implementing agency will be responsible and accountable for the use and expenditure of program funds.

## ELIGIBLE PROJECTS

All projects must be selected through a competitive process and must meet one or more of the program goals. Because the majority of funds in the Active Transportation Program are federal funds, ~~most~~ projects must be federal-aid eligible:

- Infrastructure Projects: Capital improvements that will further the goals of this program. This

typically includes the environmental planning, design, right-of-way and construction of facilities phases of a capital (facilities) project. A new infrastructure project will not be programmed without a complete project study report (PSR) or PSR equivalent. The application will be considered a PSR equivalent if it defines and justifies the project scope, cost and schedule. The PSR or equivalent may focus on the project components proposed for programming, it must provide at least a preliminary estimate of costs for all components. PSR guidelines are posted on the CTC's website: <http://www.catc.ca.gov/programs/ATP.htm>

A capital improvement that is required as a condition for private development approval or permits is not eligible for funding from the Active Transportation Program.

- Plans: The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan in a disadvantaged community.
- Non-infrastructure Projects: Education, encouragement, and enforcement, and planning activities that further the goals of this program. The CTC intends to focus funding for non-infrastructure projects on pilot and start-up projects that can demonstrate funding for ongoing efforts. The Active Transportation Program funds are not intended to fund ongoing program operations. Non-infrastructure projects are not limited to those benefiting school students.
- Infrastructure projects with non-infrastructure components.

## EXAMPLE PROJECTS

Below is a list of projects generally considered eligible for Active Transportation Program funding. This list is not intended to be comprehensive; other types of projects that are not on this list may also be eligible if they further the goals of the program. Important—components of an otherwise eligible project may not be eligible. For information on ineligible components, see the Caltrans Local Assistance/ATP website.

- Development of new bikeways and walkways that improve mobility, access, or safety for non-motorized users.
- Improvements to existing bikeways and walkways, which improve mobility, access, or safety for non-motorized users.
  - Elimination of hazardous conditions on existing bikeways and walkways.
  - Preventative maintenance of bikeways and walkways with the primary goal of extending the service life of the facility.
- Installation of traffic control devices to improve the safety of pedestrians and bicyclists.
- Safe Routes to School projects that improve the safety of children walking and bicycling to school, in accordance with Section 1404 of Public Law 109-59.
- Safe routes to transit projects, which will encourage transit by improving biking and walking routes to mass transportation facilities and school bus stops.
- Secure bicycle parking at employment centers, park and ride lots, rail and transit stations, and ferry docks and landings for the benefit of the public.
- Bicycle-carrying facilities on public transit, including rail and ferries.
- Establishment or expansion of a bike share program.
- Recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails.
- Development of a community wide bike, pedestrian, safe routes to schools or active

transportation plan in a disadvantaged community.

- Education programs to increase bicycling and walking, and other non-infrastructure investments that demonstrate effectiveness in increasing active transportation, including but not limited to:
  - Development and implementation of bike-to-work or walk-to-work school day/month programs.
  - Conducting bicycle and/or pedestrian counts, walkability and/or bikeability assessments or audits, or pedestrian and/or bicycle safety analysis to inform plans and projects.
  - Conducting pedestrian and bicycle safety education programs.
  - Development and publishing of community walking and biking maps, including school route/travel plans.
  - Development and implementation of walking school bus or bike train programs.
  - Components of open streets events directly linked to the promotion of a new infrastructure project.
  - Targeted enforcement activities around high pedestrian and/or bicycle injury and/or fatality locations (intersections or corridors). These activities cannot be general traffic enforcement but must be tied to improving pedestrian and bicyclist safety.
  - School crossing guard training.
  - School bicycle clinics.
  - Development and implementation of programs and tools that maximize use of available and emerging technologies to implement the goals of the Active Transportation Program.

### MINIMUM FUNDING AWARD REQUEST

There is no minimum ATP award request required for FCOG's Regional Competitive ATP which is different than the state's requirement. This applies to all project categories.

### MAXIMUM FUNDING AWARD REQUEST

FCOG "encourages" ATP funding awards of \$1,000,000 or less per project.

### PROJECT TYPE REQUIREMENTS

As discussed in the Funding Distribution section (above), State and Federal law segregate the Active Transportation Program into multiple, overlapping components. Below is an explanation of the requirements specific to these components.

#### DISADVANTAGED COMMUNITIES

For a project to contribute toward the Disadvantaged Communities funding requirement of 25%, the project must clearly demonstrate a direct, meaningful, and assured benefit to a community that meets any of the following criteria:

- The median household income is less than 80% of the statewide median based on the most current census tract level data from the American Community Survey. Data is available at <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>
- An area identified as among the most disadvantaged ~~10~~25% in the state according to the CalEPA and based on the latest versions of the California Communities Environmental Health Screening Tool (CalEnviroScreen) scores. This list can be found at the following link under SB 535 List of



Disadvantaged Communities: <http://www.calepa.ca.gov/EnvJustice/GHGInvest/> Scores are available at <http://oehha.ca.gov/ej/ces11.html>.

- 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. Data is available at <http://www.cde.ca.gov/ds/sd/sd/files.asp>. Applicants using this measure must indicate how the project benefits the school students in the project area or, for projects not directly benefiting school students, explain why this measure is representative of the larger community.

If a project applicant believes a project benefits a disadvantaged community but the project does not meet the aforementioned criteria, the applicant must submit for consideration a quantitative assessment of why the community should be considered disadvantaged, or how the project connects a disadvantaged community to outside resources or amenities.

## FUNDING SET-ASIDES

The Fresno COG Regional Competitive ATP does not include any set-aside funding for Safe Routes to School projects, Recreational Trails projects, or Active Transportation Plans. These infrastructure, Non-Infrastructure and combined Infrastructure/Non-Infrastructure projects will compete within the same funding source and will be scored accordingly.

Safe Routes to School projects must directly increase safety and convenience for public school students to walk and/or bike to school. Safe Routes to Schools infrastructure projects must be located within two miles of a public school or within the vicinity of a public school bus stop. Other than traffic education and enforcement activities, non-infrastructure projects do not have a location restriction.

Trail projects that are primarily recreational should meet the federal requirements of the Recreational Trails Program as such projects may not be eligible for funding from other sources ([http://www.fhwa.dot.gov/environment/recreational\\_trails/](http://www.fhwa.dot.gov/environment/recreational_trails/)).

A city, county, county transportation commission, regional transportation planning agency, MPO, school district, or transit district may prepare an active transportation plan (bicycle, pedestrian, safe-routes-to-school, or comprehensive). An active transportation plan prepared by a city or county may be integrated into the circulation element of its general plan or a separate plan which is compliant or will be brought into compliance with the Complete Streets Act, Assembly Bill 1358 (Chapter 657, Statutes of 2008). An active transportation plan must include, but not be limited to, the following components or explain why the component is not applicable:

Funding for active transportation plans must be consistent with the plan requirements identified in the CTC adopted ATP Guidelines. Please refer to ~~the~~ section E. on active transportation plans found ~~in~~ ~~page~~ ~~17~~ of the CTC adopted ATP guidelines.

## **PROJECT SELECTION PROCESS**

### **REGIONAL COMPETITIVE ATP PROJECT SELECTION**

The project applications received in this competitive process will be considered along with those not

selected through the statewide competition. In administering a competitive selection process, FCOG will use a multidisciplinary advisory group (MAG) to assist in evaluating project applications. Following the competitive selection process, FCOG will submit its programming recommendations to the CTC along with: ~~a list of the members of the MAG.~~

- ~~Project applications that were not submitted through the statewide program~~
- ~~List of the members of its multidisciplinary advisory group~~
- ~~Description of unbiased project selection methodology~~
- ~~Program spreadsheet with the following elements~~
  - ~~All projects evaluated~~
  - ~~Projects recommended with total project cost, request amount, fiscal years~~
- ~~Board resolution approving program of projects~~
- ~~Updated Project Programming Requests (PPRs)~~

## PROJECT APPLICATION

The FCOG Regional Competitive Active Transportation Program project applications and supporting information are available at: [www.fresnocog.org/ftip](http://www.fresnocog.org/ftip).

**Projects not selected for programming in the statewide competition must be considered in the FCOG Regional Competitive ATP and must include a supplemental application. Per the CTC's guidelines, a copy of the application submitted to the state MUST be submitted to FCOG at the same time.**

A project application must include the signature of the Chief Executive Officer or other officer authorized by the applicant's governing board. Where the project is to be implemented by an agency other than the applicant, documentation of the agreement between the project applicant and implementing agency must be submitted with the project application. A project application must also include documentation of all other funds committed to the projects. All letters of support and resolutions must be included with the application and not mailed separately.

Project applications should be addressed or delivered to:  
Fresno Council of Governments  
Attn: Melissa Garza  
2035 Tulare Street Suite 201  
Fresno, CA 93721

Please submit ~~10~~ hard copies and one electronic copy (via cd or portable hard drive) of a complete application. Applications must be ~~postmarked submitted~~ by ~~the application deadline. August 27, 2014~~ at 4:30 pm.

Comment [MG2]: How many reviewers should there be? 5 or 7?

For questions or concerns, please contact Melissa Garza at [mgarza@fresnocog.org](mailto:mgarza@fresnocog.org) or Lindsey ~~Monge~~ ~~Chargin~~ at [lindseyc@fresnocog.org](mailto:lindseyc@fresnocog.org). You may also contact us by phone at 559-233-4148.

## SCREENING CRITERIA

Demonstrated needs of the applicant: A project that is already fully funded will not be considered for funding in the Active Transportation Program. ~~The CTC will make an exception to this policy by allowing the supplanting of federal funds on a project for the 2014 Active Transportation Program. ATP funds cannot be used to supplant other committed funds.~~

**Projects must be consistent with FCOG’s Regional Transportation Plan (RTP):** All projects submitted should be “consistent” with the relevant adopted regional transportation plan that has been developed and updated pursuant to Government Code Section 65080. Applicants must provide the supporting language cited from the adopted RTP that shows that the submitted project is consistent with the plan.

Applications will be screened for eligibility. Applications will be removed from the competitive process if found ineligible based on the guidelines below, criteria, and if the project application is incomplete. Projects not selected for programming in the statewide competition, but deemed eligible for the regional program will be considered; however, applicants will be required to complete and attached ~~submit a short~~ the FCOG supplemental application.

## SCORING CRITERIA

Proposed projects will be rated-scored and ranked on the basis of applicant responses to the below criteria. Project programming recommendations may not be based strictly on the rating criteria given the various components of the Active Transportation Program and requirements of the various fund sources.

1. 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. **(0 to 30 points)**
2. Potential for reducing the number and/or rate of pedestrian and bicyclist fatalities and injuries, including the identification of safety hazards for pedestrians and bicyclists. **(0 to 25 points)**
3. Public participation and Planning. **(0 to 15 points)**
  - a. Identification of the community-based public participation process that culminated in the project proposal, which may include noticed meetings and consultation with local stakeholders. Project applicants must clearly articulate how the local participation process (including the participation of disadvantaged community stakeholders) resulted in the identification and prioritization of the proposed project.
  - b. For projects costing \$1 million or more, an emphasis will be placed on projects that are prioritized in an adopted city or county bicycle transportation plan, pursuant to Section 891.2, pedestrian plan, safe routes to school plan, active transportation plan, trail plan, or circulation element of a general plan that incorporated elements of an active transportation plan. *In future funding cycles, the CTC expects to make consistency with an approved active transportation plan a requirement for large projects.*
4. Improved public health through the targeting of populations with high risk factors for obesity, physical inactivity, asthma or other health issues, with a description of the intended health benefits of the proposed project. (0 to 10 points)
5. Benefit to disadvantaged communities. (0 to 10 points)  
Applicants must:

- a. Demonstrate how the project connects the disadvantaged community(ies) to commonly identified resources or amenities such as medical facilities, employers, parks, community centers and grocery stores.
- b. Provide a map that delineates the specific disadvantaged census tract(s) or school(s) that will benefit from the project in relationship to the project site.

**Comment [MG3]:** MAG recommended adding a component to this section that would allow maximum points, if the project/program/plan proposed will provide a direct, meaningful, and assured benefit to members of a "severely disadvantaged community". The definition for a severely disadvantaged community, includes areas identified as among the most disadvantaged 10% in the state according to the CalEPA and based on the latest version of the California Communities Environmental Health Screening Tool (CalEnviroScreen) scores/

**5-6. Cost-effectiveness. (0 to 10 points)**

- a. Applicants must discuss the relative costs and benefits of the range of alternatives considered as well as quantify the safety and mobility benefit in relationship to both the total project cost and the funds provided.

*Caltrans ~~will has~~ developed a first generation benefit/cost model for infrastructure and non-infrastructure active transportation projects in order to improve information available to decision makers at the state and MPO level. ~~in future programming cycles by September 30, 2014.~~ Applicants must use the benefit/cost model for active transportation projects developed by Caltrans when responding to this criterion (a link to the model is posted on the Commission's website under Programs/ATP). Applicants are encouraged to provide feedback on instructions, ease of use, inputs, etc. This input will be useful in determining future revisions of the model.*

**6-7. Leveraging of non-ATP funds on the ATP project scope proposed. (0 to 5 points)**

**Comment [MG4]:** New criteria added to application. Describe the Leveraging funding the applicant is committing to invest in the project if it is awarded ATP funding (total value in dollars).

- 7-8. Use of the California Conservation Corps or a qualified community conservation corps, as defined in Section 14507.5 of the Public Resources Code, as partners to undertake or construct applicable projects in accordance with Section 1524 of Public Law 112-141. Points will be deducted if an applicant does not seek corps participation or if an applicant intends not to utilize a corps in a project in which the corps can participate. **(0 ~~or to~~ -5 points)**

*Only direct funding and the direct expenses for completing project delivery milestones can be used. Provide detailed information on actual costs for past milestones and estimated costs for future milestones.*

The California Conservation Corps can be contacted at [eeeatp@ccc.ca.gov](mailto:eeeatp@ccc.ca.gov). Qualified Community conservation corps can be contacted at [inquiry@atpcommunitycorps.org](mailto:inquiry@atpcommunitycorps.org) [californialocalconservationcorps.org](http://californialocalconservationcorps.org).

Points will be awarded based on the amount of the non-ATP funding pledged to the project, as follows:  
 1 point: For committing the leveraging funds to a phase(s) of the project where the applicant is requesting new ATP funding. (i.e. not for the completion of a prior phase.) The committed funding must be at least 1% of the total ATP funding requested for the project.  
 Plus:  
 1 point: 1% to 11.4% of total project cost  
 2 points: 11.5% to 14.9% of total project cost  
 3 points: 15% to 19.9% of total project cost  
 4 points: 20% or more of total project cost

Direct contracting with the California Conservation Corps or a qualified community conservation corps without bidding is permissible provided that the implementing agency demonstrates cost effectiveness per 23 CFR 635.204 and obtains approval from Caltrans. A copy of the agreement between the implementing agency and the proposed conservation corps must ~~be~~ be provided to the Caltrans included in the project application as supporting documentation.

- 8-9. Applicant's performance on past grants. This may include project delivery, project benefits (anticipated v. actual), and use of the California Conservation Corps or qualified community conservation corps (planned v. actual). Applications from agencies with documented poor performance records on past grants may be excluded from competing or may be penalized in scoring. **(0 ~~or to~~ -10 points)**

9. ~~Shovel Readiness. 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. (0 or to 10 points):~~

Comment [MG5]: Recommendation by the MAG to remove this criteria.

## PROJECT EVALUATION COMMITTEE

FCOG formed a Multidisciplinary Advisory Group (MAG) to assist in the development of the guidelines, scoring criteria and will participate in the evaluation of the project applications. In forming the MAG, staff sought participants with expertise in bicycling and pedestrian transportation, including Safe Routes to Schools type projects, and in projects benefiting disadvantaged communities. The representatives are geographically balanced representing tribal agencies, state agencies, FCOG, local jurisdictions in Fresno County, and non-governmental organizations. Priority for participation in the MAG was given to those who would not represent a project applicant, or would not benefit from projects submitted by others; if they do, they must recuse themselves from scoring their application. ~~In addition, members are not allowed to provide input, verbally or in writing, regarding their project/plan/program during the evaluation period.~~

Comment [MG6]: Recommendation by the MAG as a new requirement

The MAG will prioritize, rank the applications, and ensure that 25% of available funds are dedicated to projects and programs benefiting Disadvantaged Communities as identified in the CTC ATP guidelines. Then, the MAG will then present the recommended project list to the Programming Subcommittee, TTC, PAC and to the Policy Board for approval.

## PROGRAMMING

The Active Transportation Program must be developed consistent with the fund estimate and the amount programmed in each fiscal year must not exceed the amount identified in the fund estimate.

The program of projects for each fiscal year will include, for each project, the amount to be funded from the Active Transportation Program, and the estimated total cost of the project. ~~In the case of a large project delivered in segments, include the total cost of the segment for which ATP funds are requested.~~ Project costs in the Active Transportation Program will include ~~all project support costs and all project listings will specify~~ costs for each of the following components:

- ~~(1) Completion of all Ppermits and environmental studies;~~
- ~~(2) Preparation of Pplans, specifications, and estimates;~~
- ~~(3) Right-of-way capital outlay;~~
- ~~(4) Support for right of way acquisition;~~
- ~~(5) Construction capital outlay; and~~
- ~~(6) Construction management and engineering, including surveys and inspection.~~

The cost of each project component will be listed in the Federal Transportation Improvement Program (FTIP) no earlier than in the fiscal year in which the particular project component can be implemented.

When proposing to fund only preconstruction components for a project, the applicant must demonstrate the means by which it intends to fund the construction of a useable segment, consistent with the regional transportation plan ~~or the Caltrans interregional transportation strategic plan.~~

When project design, right-of-way or construction are programmed before the implementing agency

completes the environmental process, updated cost estimates, updated analysis of the project's cost effectiveness, and updated analysis of the project's ability to further the goals of the program must be submitted to FCOG following completion of the environmental process. If this updated information indicates that a project is expected to accomplish fewer benefits or is less cost effective as compared with the initial project application, future [ATP](#) funding for the project may be deleted from the program.

FCOG will program and allocate funding to projects in whole thousands of dollars and will include a project only if it is fully funded from a combination of Active Transportation Program and other committed funding. FCOG will regard funds as committed when they are programmed by the CTC or when the agency with discretionary authority over the funds has made its commitment to the project by ordinance or resolution. For federal formula funds, including Surface Transportation Program, Congestion Mitigation and Air Quality Improvement Program, and federal formula transit funds, the commitment may be by Federal approval of the Federal Statewide Transportation Improvement Program. For federal discretionary funds, the commitment may be by federal approval of a full funding grant agreement or by grant approval.

If the program of projects adopted by FCOG does not program the full capacity identified in the fund estimate for a given fiscal year, the balance will remain available to advance programmed projects. Subject to the availability of federal funds, a balance not programmed in one fiscal year will carry over and be available for projects in the following fiscal year.

## CONTINGENCY PROJECT LIST

FCOG will adopt a list of projects for programming the Regional Competitive ATP that is financially constrained against the amount of ATP funding available (as identified in the approved ATP Fund Estimate). In addition, FCOG will include a list of contingency projects, ranked in priority order based on the project's evaluation score. FCOG intends to fund projects on the contingency list should there be any project failures in the Cycle ~~42~~ Regional Competitive ATP. This will ensure that the regional competitive ATP will fully use all ATP funds.

## ALLOCATIONS

The CTC will consider the allocation of funds for a project when it receives an allocation request and recommendation from Caltrans in the same manner as for the STIP (see section 64 of the STIP guidelines). The recommendation will include a determination of project readiness, the availability of appropriated funding, and the availability of all identified and committed supplementary funding.

Where the project is to be implemented by an agency other than the applicant, the allocation request must include a copy of the Memorandum of Understanding or Interagency Agreement between the project applicant and implementing agency.

The CTC will approve the allocation if the funds are available and the allocation is necessary to implement the project as included in the adopted Active Transportation Program.

In order to ensure the timely use of all program funds, the CTC will, in the last quarter of the fiscal year, allocate funds to projects programmed in a future fiscal year on a first-come, first served basis. If there are insufficient funds, the CTC may delay the allocation of funds to a project until the next fiscal year

without requiring an extension. Should requests for allocations exceed available capacity; the CTC will give priority to projects programmed in the current-year.

Allocation requests for all ATP projects must include a recommendation by the MPO.

In compliance with Section 21150 of the Public Resources Code, the CTC will not allocate funds for 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 the California Environmental Quality Act. As a matter of policy, the CTC will not allocate funds, other than for the environmental phase, for for design, right-of-way, or construction of a federally funded project prior to documentation of environmental clearance under the National Environmental Policy Act. Exceptions to this policy may be made in instances where federal law allows for the acquisition of right-of-way prior to completion of National Environmental Policy Act review.

If an implementing agency requests an allocation of funds in an amount that is less than the amount programmed, the balance of the programmed amount may be allocated to a programmed project advanced from a future fiscal year. FCOG, in administering its Regional Active Transportation Program, must determine which projects to advance and make that recommendation to the CTC. Unallocated funds in one fiscal year will carry over and be available for projects in the following fiscal year.

Any amount allocated for environmental may also be expended for design. In addition, a local agency may expend an amount allocated for environmental, design, right of way, or construction for another allocated project component, provided that the total expenditure shifted to a component in this way is not more than 20 percent of the amount actually allocated for either component. This means that the amount transferred by a local agency from one component to another may be no more than 20 percent of whichever of the components has received the smaller allocation from the Commission.

## PROJECT DELIVERY

Active Transportation Program allocations must be requested in the fiscal year of project programming, and construction allocations and are valid for award for six months from the date of allocation unless the CTC approves an extension. Applicants may submit and the CTC will evaluate extension requests in the same manner as for STIP projects (see section 66 of the STIP guidelines) **except** that extension to the period for project allocation and for project award will be limited to twelve months. Extension requests for all ATP projects must include a recommendation by FCOG, consistent with the preceding requirements.

If there are insufficient funds, the CTC may delay the allocation of funds to a project until the next fiscal year without requiring an extension.

Whenever programmed funds are not allocated within the fiscal year they are programmed or within the time allowed by an approved extension, the project will be deleted from the Active Transportation Program. Funds available following the deletion of a project may be allocated to a programmed project advanced from a future fiscal year. FCOG, in administering its competitive portion of the Active Transportation Program, must determine which projects to advance and make that recommendation to the CTC. Unallocated funds in one fiscal year will carry over and be available for projects in the following



fiscal year.

The implementing agency must enter into a cooperative agreement with Caltrans and, if the project is federally funded, obligate the federal funds within six months.

Funds allocated for project development or right of way costs must be expended by the end of the second fiscal year following the fiscal year in which the funds were allocated. After the award of a contract, the implementing agency has up to 36 months to complete (accept) the contract. At the time of fund allocation, the CTC may extend the deadline for completion of work and the liquidation of funds if necessary to accommodate the proposed expenditure plan for the project. The implementing agency has six months after contract acceptance to make the final payment to the contractor or vendor, prepare the Final Report of Expenditures and submit the final invoice to Caltrans for reimbursement.

**It is incumbent upon the implementing agency to develop accurate project cost estimates. If the amount of a contract award is less than the amount allocated, or if the final cost of a component is less than the amount ~~awarded~~ allocated, the savings generated will not be available for future programming.**

Caltrans will track the delivery of Active Transportation Program projects and submit to the CTC a semiannual report showing the delivery of each project phase.

## **FEDERAL REQUIREMENTS**

Unless programmed for state-only funding, project applicants must comply with the provisions of Title 23 of the U.S. Code of Federal Regulations and with the processes and procedures contained in the Caltrans Local Assistance Procedures Manual and the Master Agreement with Caltrans. Refer to the CTC guidelines, section VII, for examples of federal requirements that must be met when administering Active Transportation Program projects.

## **DESIGN STANDARDS**

Streets and Highways Code Section 891 requires that all city, county, regional, and other local agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted utilize all minimum safety design criteria established by Caltrans, except that an agency may utilize other minimum safety design criteria if specific conditions are met, as described in Streets and Highways Code Section 891(b). Refer to the CTC guidelines, section VII, for specific requirements.

## **PROJECT INACTIVITY**

Once funds for a project are encumbered, project applicants are expected to invoice on a regular basis (for federal funds, see 23 CFR 630.106 and the Caltrans' Inactive Obligation Policy). Failure to do so will result in the project being deemed "inactive" and subject to de-obligation if proper justification is not provided.

## **PROJECT REPORTING**

As a condition of the project allocation, the CTC will require the implementing agency to submit semi-



annual reports on the activities and progress made toward implementation of the project and a final delivery report. An agency implementing a project from the FCOG Regional Competitive ATP must submit copies of its semi-annual reports and of its final delivery report to FCOG. 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.

Within one year of the project becoming operable, the implementing agency must provide a final delivery report to the CTC which includes:

- The scope of the completed project as compared to the programmed project.
- Before and after photos documenting the project.
- The final costs as compared to the approved project budget.
- Its duration as compared to the project schedule in the project application.
- Performance outcomes derived from the project as compared to those described in the project application. This should include before and after pedestrian and/or bicycle counts, and an explanation of the methodology for conduction counts.
- Actual use of the California Conservation Corps or qualified community conservation corps as compared to the use described in the project application.

Please note that the final delivery report required by this section is in addition to the aforementioned Final Report of Expenditures.

For the purpose of this section, a project becomes operable when the construction contract is accepted or acquired equipment is received, or in the case of non-infrastructure activities, when the activities are complete.

Caltrans must audit a random selection sample of Active Transportation Program projects to evaluate the performance of the project, determine whether project costs incurred and reimbursed are in compliance with the executed project agreement or approved amendments thereof; state and federal laws and regulations; contract provisions; and CTC guidelines, and whether project deliverables (outputs) and outcomes are consistent with the project scope, schedule and benefits described in the executed project agreement or approved amendments thereof. A report on the projects audited must be submitted to the CTC annually.

## ROLES AND RESPONSIBILITIES

### CALIFORNIA TRANSPORTATION COMMISSION (CTC)

The CTC responsibilities include:

- Adopt guidelines and policies for the Active Transportation Program.
- Adopt Active Transportation Program Fund Estimate.
- Evaluate, score and rank projects, including forming and facilitating the Project Evaluation Committee.
- Recommend and aAdopt a program of projects, including:
  - The statewide portion-component of the Active Transportation Program,
  - The small urban and rural portion-component of the Active Transportation Program and,
  - ~~The small urban portion of the Active Transportation Program, and~~
  - The MPO selected portion of the program based on the recommendations of the MPOs.

- Ensure that at least 25% of the funds benefit disadvantage communities.
- Post recommendations and final adopted list of approved projects on the Commission's website
- Allocate funds to projects.
- Evaluate and report to the legislature.

## CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

Caltrans has the primary responsibility for the administration of the adopted Active Transportation Program. Responsibilities include:

- Assist in the Facilitate the Project Evaluation process as a member of ad-sit-on the MAG.
- Perform eligibility and deliverability reviews of Active Transportation Program projects and inform the CTC of any identified issues as they arise.
- ~~Evaluate, score and rank applications.~~
- ~~Recommend projects to the CTC for programming and allocation.~~
- Recommend project allocations (including funding type) to the Commission
- Track and report on project implementation, including project completion.
- Audit a selection of projects.
- ~~Serve as the main point of contact in project implementation.~~

## METROPOLITAN PLANNING ORGANIZATIONS (MPOS) WITH LARGE URBANIZED AREAS

MPOs with large urbanized areas, such as FCOG, are responsible for overseeing a competitive project selection process in accordance with these guidelines. The responsibilities include:

- Ensure that at least 25% of the funds in the FCOG call for projects benefit disadvantage communities.
- FCOG is using different project selection criteria, weighting, and minimum project size and a match requirement for its regional competitive ATP selection process than the state. Therefore, FCOG must obtain CTC approval prior to the regional call for projects.
- The projects within FCOG boundaries that were not selected through the statewide competition must be considered along with those received in the supplemental call for projects. FCOG must notify the CTC of their intent to have a supplemental call no later than May 21, 2014the application deadline.
- In administering a regional competitive ATP selection process, FCOG must use a multidisciplinary advisory group to assist in evaluating project applications.
- In administering a regional competitive ATP selection process, FCOG must explain how the projects recommended for programming include a broad spectrum of projects to benefit pedestrians and bicyclists. The explanation must include a discussion of how the recommended projects benefit students walking and cycling to school.
- FCOG elects to have a contingency list of projects to be amended into the program in the event a programmed project is delivered for less or fails, approve and recommend such amendments for Commission approval. This contingency list will be provided to the Commission and will be in effect only until the adoption of the next statewide program.
- ~~Approve amendments to the regional portion of the program prior to CTC approval.~~

- Recommend allocation requests for a project in the FCOG regional competitive ATP.
- Determine which projects to advance and make that recommendation to the CTC.
- Submit an annual assessment of FCOG's regional competitive ATP in terms of its effectiveness in achieving the goals of the overall Active Transportation Program.

## PROJECT APPLICANT

Project applicants nominate Active Transportation Program projects for funding consideration. If awarded Active Transportation Program funding for a submitted project, the project applicant (or partnering implementing agency if applicable) has contractual responsibility for carrying out the project to completion and complying with reporting requirements in accordance with federal, state, and local laws and regulations, and these guidelines.

For ~~capital infrastructure~~ projects off the state highway system, the project applicant will be responsible for the ongoing operations and maintenance of the facility. If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.

## REGIONAL ACTIVE TRANSPORTATION PLAN

~~The Active Transportation Program provides for the creation of Active Transportation Plans. FCOG will develop a Regional Active Transportation Plan without the use of Regional Competitive ATP funds. That is, FCOG will not set aside any funding percentage for the development of Active Transportation Plans; however, eligible applicant may still apply for funding for active transportation plans at the State or MPO level if desired. Funding for active transportation plans must be consistent with the plan requirements identified in the CTC adopted ATP Guidelines. Please refer to the section on active transportation plans found on page 17 of the CTC adopted ATP guidelines.~~

## FEDERAL REQUIREMENTS

~~Project applicants must comply with the provisions of Title 23 of the U.S. Code of Federal Regulations and with the processes and procedures contained in the Caltrans Local Assistance Procedures Manual and the Master Agreement with Caltrans. Below are examples of federal requirements that must be met when administering Active Transportation Program projects.~~

- ~~National Environmental Policy Act (NEPA) compliance and documentation is required on all projects. Refer to Chapter 6, Environmental Procedures, of the Local Assistance Procedures Manual for guidance and procedures on complying with NEPA and other federal environmentally related laws.~~
- ~~Project 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. Failure to follow this requirement will make the project ineligible for federal reimbursement.~~
- ~~If the project requires the purchase of right of way (the acquisition of real property), the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 apply. For more information, refer to Chapter 13, Right of Way, of the Local Assistance~~

~~Procedures Manual:~~

- ~~• If the project applicant requires the consultation services of architects, landscape architects, land surveyors, or engineers, the procedures in the Chapter 10, Consultant Selection, of the Local Assistance Procedures Manual must be followed.~~
- ~~• Contract documents are required to incorporate applicable federal requirements such as Davis Bacon wage rates, competitive bidding, Disadvantaged Business Enterprises/Equal Employment Opportunity provisions, etc. For more information, refer to Chapter 9, Civil Rights and Disadvantaged Business Enterprises, and Chapter 12, Plans, Specifications & Estimate, of the Local Assistance Procedures Manual~~

~~Failure to comply with federal requirements may result in the repayment to the State of Active Transportation Program funds.~~

## ~~DESIGN STANDARDS~~

~~Streets and Highways Code Section 891 requires that all city, county, regional, and other local agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted utilize all minimum safety design criteria established by Caltrans. Chapter 11, Design Standards, of the Caltrans Local Assistance Procedures Manual describes statewide design standards, specifications, procedures, guides, and references that are acceptable in the geometric, drainage, and structural design of Local Assistance projects. The chapter also describes design exception approval procedures, including the delegation of design exception approval authority to the City and County Public Works Directors for projects not on the state highway system. These standards and procedures, including the exception approval process, must be used for all Active Transportation Program projects.~~

~~For capital projects off the state highway system, the project applicant will be responsible for the ongoing operations and maintenance of the facility. If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation. All facilities constructed using Active Transportation Program funds cannot revert to a non-Active Transportation Program use for a minimum of 20 years or its actual useful life as documented in the project application, whichever is less, without approval of the CTC.~~

## ~~PROGRAM EVALUATION~~

~~The Active Transportation Program will be evaluated for its effectiveness in increasing the use of active modes of transportation in California. Applicants that receive funding for a project must collect and submit data to Caltrans as described in the "Project Reporting" section.~~

~~By December 31, 2014, the CTC will post on its website information about the initial program of projects, including a list of all projects programmed and allocated in each portion of the program, by region, and by project type, along with information on grants awarded to disadvantaged communities,~~

~~After 2014, the CTC will include in its annual report to the Legislature a discussion on the effectiveness of the program in terms of planned and achieved improvement in mobility and safety and timely use of~~

|

funds, and will include a summary of its activities relative to the administration of the Active Transportation Program including:

- Projects programmed,
- Projects allocated,
- Projects completed to date by project type,
- Projects completed to date by geographic distribution,
- Projects completed to date by benefit to disadvantaged communities, and
- Projects completed to date with the California Conservation Corps or qualified community conservation corps.

DRAFT

# MAG Member List

**Fresno COG Regional ATP Cycle 2**

**Multidisciplinary Advisory Group Members**

*Updated 4/8/2015*

<b>Requirement</b>	<b>Agency</b>	<b>Name</b>		
Expertise in Bike & Ped projects	Fresno Cycling Club	Nick Paladino	<a href="mailto:ndpaladino@sbcglobal.net">ndpaladino@sbcglobal.net</a>	
Expertise in SRTS projects	CCROPP	Genoveva Islas-Hooker	<a href="mailto:genoveva@ccropp.org">genoveva@ccropp.org</a>	
Expertise in Disadvantaged Communities	Valley LEAP (Alternate=Leadership Counsel)	Rey Leon (Alternate = Veronica Garibay)	<a href="mailto:rleon@valleyleap.org">rleon@valleyleap.org</a>	<a href="mailto:vgaribay@leadershipcounsel.org">vgaribay@leadershipcounsel.org</a>
State agency	Caltrans	Pedram Mafi (Alternate=Jim Perrault)	<a href="mailto:pedram.mafi@dot.ca.gov">pedram.mafi@dot.ca.gov</a>	<a href="mailto:james.perrault@dot.ca.gov">james.perrault@dot.ca.gov</a>
MPO	FCOG	Clark Thompson	<a href="mailto:clarkt@fresnocog.org">clarkt@fresnocog.org</a>	
Local jurisdictions	City of Fresno	Randy Bell (Alternate=Sara Pomare)	<a href="mailto:Randy.Bell@fresno.gov">Randy.Bell@fresno.gov</a>	<a href="mailto:sara.pomare@fresno.gov">sara.pomare@fresno.gov</a>
	City of Clovis	Shonna Halterman	<a href="mailto:shonnah@cityofclovis.com">shonnah@cityofclovis.com</a>	
	Fresno County	Mohammed Alimi (Alternate=Steven Son)	<a href="mailto:mohammada@co.fresno.ca.us">mohammada@co.fresno.ca.us</a>	<a href="mailto:sson@co.fresno.ca.us">sson@co.fresno.ca.us</a>
	Westside Cities Rep.	Danny Reed	<a href="mailto:dreed@gouveiaengineering.com">dreed@gouveiaengineering.com</a>	
	Eastside Cities Rep.	John Robertson	<a href="mailto:john.robertson@reedley.com">john.robertson@reedley.com</a>	
School Districts	Fresno Unified	Mary Gonzalez (Alternate=Michael Cortes)	<a href="mailto:maryi.gonzalez@fresnounified.org">maryi.gonzalez@fresnounified.org</a>	<a href="mailto:michael.cortes@fresnounified.org">michael.cortes@fresnounified.org</a>
	FCOE	Lisa Birrell	<a href="mailto:lbirrell@fcoe.org">lbirrell@fcoe.org</a>	
Non-governmental organizations	Maddy Institute	Mark Keppler	<a href="mailto:mkeppler@csufresno.edu">mkeppler@csufresno.edu</a>	
	Table Mountain	Angela Karst	<a href="mailto:akarst@tmr.org">akarst@tmr.org</a>	

# Draft Application





## ACTIVE TRANSPORTATION PROGRAM - CYCLE 2

# Application Form for Part A

*Parts B & C must be completed using a separate document*

PROJECT unique APPLICATION NO.:

01-Other-NA

Auto populated

Total ATP Funds Requested:

(in 1000s)

Auto populated

**Important:** Applicants must follow the CTC Guidelines and Chapter 22 of the Local Assistance Program Guidelines, and include attachments and signatures as required in those documents. Ineligible project elements may result in a lower score/ranking or a lower level of ATP funding. Incomplete applications may be disqualified.

Applicants are expected to use the corresponding “step-by-step” Application Instructions and Guidance to complete the application (3 Parts):

Part A: General Project Information

Part B: Narrative Questions

Part C: Application Attachments

### Application Part A: General Project Information

**Implementing Agency:** This agency must enter into a Master Agreement with Caltrans and will be financially and contractually responsible for the delivery of the project within all pertinent Federal and State funding requirements, including being responsible and accountable for the use and expenditure of program funds. This agency is responsible for the accuracy of the technical information provided in the application and is required to sign the application.

**IMPLEMENTING AGENCY'S NAME:**

Other

**IMPLEMENTING AGENCY'S ADDRESS**

**CITY**

**ZIP CODE**

CA

**IMPLEMENTING AGENCY'S CONTACT PERSON:**

**CONTACT PERSON'S TITLE:**

**CONTACT PERSON'S PHONE NUMBER:**

**CONTACT PERSON'S EMAIL ADDRESS :**



**Project Partnering Agency:** Entities that are unable to apply for Active Transportation Program funds or that are unable to enter into a Master Agreement with the State must partner with an eligible applicant that can implement the project. **In addition, entities that are unfamiliar with the requirements to administer a Federal-Aid Highway Program project may partner with an eligible applicant that can implement the project.**

If another entity (Partnering Agency) agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement (e.g., letter of intent) must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the first request for allocation. For these projects, the Project Partnering Agency's information shall be provided below.

*(The Grant Writer's or Preparer's information should not be provided)*

**PROJECT PARTNERING AGENCY'S NAME:**

**PROJECT PARTNERING AGENCY'S ADDRESS**

**CITY**

**ZIP CODE**

<input type="text"/>	<input type="text"/>	CA	<input type="text"/>
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**PROJECT PARTNERING AGENCY'S CONTACT PERSON:**

**CONTACT PERSON'S TITLE:**

**CONTACT PERSON'S PHONE NUMBER:**

**CONTACT PERSON'S EMAIL ADDRESS :**

**MASTER AGREEMENTS (MAs):**

Does the Implementing Agency currently have a MA with Caltrans?

Yes  No

Implementing Agency's Federal Caltrans MA number

\_\_\_\_\_

Implementing Agency's State Caltrans MA number

\_\_\_\_\_

\* Implementing Agencies that do not currently have a MA with Caltrans, must be able to meet the requirements and enter into an MA with Caltrans prior to funds allocation. The MA approval process can take 6 to 12 months to complete and there is no guarantee the agency will meet the requirements necessary for the State to enter into a MA with the agency. Delays could also result in a failure to meeting the CTC Allocation timeline requirements and the loss of ATP funding.

**PROJECT NAME:** (To be used in the CTC project list)

**Application Number:**  out of  **Applications**

**PROJECT DESCRIPTION:** (Max of 250 Characters)

**PROJECT LOCATION:** (Max of 250 Characters)



Will any infrastructure-improvements permanently or temporarily encroach on the State right-of-way?  Yes  No

If yes, see the application instructions for more details on the required coordination and documentation.

Project Coordinates: (latitude/longitude in decimal format) Lat. \_\_\_\_\_ /long. \_\_\_\_\_

Congressional District(s):

State Senate District(s):    State Assembly District(s):

Caltrans District(s):

County:

MPO:

RTPA:

MPO UZA Population:

**ADDITIONAL PROJECT GENERAL DETAILS: (Must be consistent with Part B of Application)**

**ESTIMATION OF ACTIVE TRANSPORTATION USERS**

Existing Counts:	Pedestrians	_____	Bicyclists	_____
One Year Projection:	Pedestrians	_____	Bicyclists	_____
Five Year Projection:	Pedestrians	_____	Bicyclists	_____

**BICYCLE AND/OR PEDESTRIAN INFRASTRUCTURE (Check all that apply)**

Bicycle: Class I  Class II  Class III  Other \_\_\_\_\_

Pedestrian: Sidewalk  Crossing  Other \_\_\_\_\_

Multiuse Trails/Paths: Meets "Class I" Design Standards  Other \_\_\_\_\_

**DISADVANTAGED COMMUNITIES**

Project contributes toward the Disadvantaged Communities funding requirement: the project must clearly demonstrate a direct, meaningful, and assured benefit to a community that meets any of the following criteria:  Yes  No

If yes, which criterion does the project meet in regards to the Disadvantaged Community (mark all that apply):

Household Income	<input type="checkbox"/> Yes <input type="checkbox"/> No	CalEnvioScreen	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student Meals	<input type="checkbox"/> Yes <input type="checkbox"/> No	Local Criteria	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is the majority of the project physically located within the limits of a Disadvantaged Community:  Yes  No

**CORPS**

Does the agency intend to utilize the Corps:  Yes  No



**PROJECT TYPE** (Check only one: I, NI or I/NI)

**Infrastructure (I)**  **OR Non-Infrastructure (NI)**  **OR Combination (N/NI)**

“Plan” applications to show as NI only

**Development of a Plan in a Disadvantaged Community:**  Yes  No

If Yes, check all Plan types that apply:

- Bicycle Plan**
- Pedestrian Plan**
- Safe Routes to School Plan**
- Active Transportation Plan**

**Indicate any of the following plans that your agency currently has:** (Check all that apply)

Bicycle Plan  Pedestrian Plan  Safe Routes to School Plan  Active Transportation Plan

**PROJECT SUB-TYPE** (check all Project Sub-Types that apply):

- Bicycle Transportation** % of Project \_\_\_\_\_ % (ped + bike must = 100%)
- Pedestrian Transportation** % of Project \_\_\_\_\_ %
- Safe Routes to School** (Also fill out Bicycle and Pedestrian Sub-Type information above)

**How many schools does the project impact/serve:** \_\_\_\_\_

If the project involves more than one school: 1) Insert “Multiple Schools” in the School Name, School Address, and distance from school; 2) Fill in the student information based on the total project; and 3) Include an attachment to the application which clearly summarizes the following school information and the school official signature and person to contact for each school.

School name: \_\_\_\_\_

School address: \_\_\_\_\_

District name: \_\_\_\_\_

District address: \_\_\_\_\_

Co.-Dist.-School Code: \_\_\_\_\_

School type (K-8 or 9-12 or Both)  Project improvements maximum distance from school \_\_\_\_\_ mile

Total student enrollment: \_\_\_\_\_

% of students that currently walk or bike to school% \_\_\_\_\_ %

Approx. # of students living along route proposed for improvement: \_\_\_\_\_

Percentage of students eligible for free or reduced meal programs \*\* \_\_\_\_\_ %

\*\*Refer to the California Department of Education website: <http://www.cde.ca.gov/ds/sh/cw/filesafdc.asp>

*A map must be attached to the application which clearly shows the limits of: 1) the student enrollment area, 2) the students considered to be along the walking route being improved, 3) the project improvements.*





**Trails (Multi-use and Recreational):** *(Also fill out Bicycle and Pedestrian Sub-Type information above)*

Trails Projects constructing multi-purpose trails and are generally eligible in the Active Transportation Program. If the applicant believes all or part of their project meets the federal requirements of the Recreational Trails Program they are encouraged to seek a determination from the California Department of Parks and Recreation on the eligibility of their project to complete for this funding. This is optional but recommended because some trails projects may compete well under this funding program.

**For all trails projects:**

Do you feel a portion of your project is eligible for federal Recreational Trail funding?  Yes  No

If yes, estimate the total projects costs that are eligible for the Recreational Trail funding: \_\_\_\_\_

If yes, estimate the % of the total project costs that serve “transportation” uses? \_\_\_\_\_ %

Applicants intending to pursue “Recreational Trails Program funding” **must submit** the required information to the California Department of Parks and Recreation prior to the ATP application submissions deadline. (See the Application Instructions for details)

**PROJECT STATUS and EXPECTED DELIVERY SCHEDULE**

Applicants need to enter **either** the date the milestone was completed (for all milestones already complete prior to submitting the application) **or** the date the applicant anticipates completing the milestone. Applicants should enter "N/A" for all CTC Allocations that will not be requested as part of the project. Per CTC Guidelines, all project applications must be submitted with the expectation of receiving partially federally funded and therefore the schedule below must account for the extra time needed for federal project delivery requirements and approvals. *See the application instructions for more details.*

The agency is responsible for meeting all CTC delivery requirements or their ATP funding will be forfeited. For projects consisting of entirely non-infrastructure elements are not required to complete all standard infrastructure project milestones listed below. Non-infrastructure projects only have to provide dates for the milestones identified with a “ \* ” and can provide “N/A” for the rest.

MILESTONE:	DATE COMPLETED	OR	EXPECTED DATE
<b>CTC - PA&amp;ED Allocation:</b>			
* CEQA Environmental Clearance:	_____		_____
* NEPA Environmental Clearance:	_____		_____
<b>CTC - PS&amp;E Allocation:</b>			
<b>CTC - Right of Way Allocation:</b>			
* Right of Way Clearance & Permits:	_____		_____
Final/Stamped PS&E package:	_____		_____
<b>* CTC - Construction Allocation:</b>			
* Construction Complete:	_____		_____
* Submittal of “Final Report”	_____		_____



**PROJECT FUNDING (in 1000s)**

Per CTC Guidelines, Local Matching funds are not required for any ATP projects, but Local Leveraging funds are strongly encouraged. See the Application instructions for more details and requirements relating to ATP funding.

**ATP funds being requested for this application/project by project delivery phase:**

ATP funds for PA&D: \_\_\_\_\_

ATP funds for PS&E: \_\_\_\_\_

ATP funds for Right of Way: \_\_\_\_\_

ATP funds for Construction: \_\_\_\_\_

ATP funds for Non-Infrastructure: \_\_\_\_\_ *(All NI funding is allocated in a project's Construction Phase)*

**Total ATP funds being requested for this application/project:** \_\_\_\_\_

**Local funds leveraging or matching the ATP funds:** \_\_\_\_\_

For local funding to be considered Leveraging/Matching it must be for ATP eligible activities and costs. Per CTC Guidelines, Local Matching funds are not required for any ATP projects, but Local Leveraging funds are strongly encouraged. See the Application instructions for more details and requirements relating to ATP funding.

**Additional Local funds that are 'non-participating' for ATP:** \_\_\_\_\_

These are local funds required for the overall project, but not for ATP eligible activities and costs. They are not considered leverage/match.

**TOTAL PROJECT FUNDS:** \_\_\_\_\_

**ATP - FUNDING TYPE REQUESTED:**

Per the CTC Guidelines, All ATP projects must be eligible to receive federal funding. Most ATP projects will receive federal funding, however some projects may be granted State only funding (SOF) for all or part of the project.

**Do you believe your project warrants receiving state-only funding?**  Yes  No

If "Yes", provide a brief explanation. (Max of 250 characters) Applicants requesting SOF must also attach an "Exhibit 22-f"

**ATP PROJECT PROGRAMMING REQUEST (PPR):** In addition to the project funding information provided in Part A of the application, all applicants must complete the ATP Project Programming Request form and include it as Attachment B. More information and guidance on the completion and submittal of this form is located in the Application Instructions Document under Part C - Attachment B.



# ACTIVE TRANSPORTATION PROGRAM - CYCLE 2

## Part B: Narrative Questions

(Application Screening/Scoring)

Project unique application No.: \_\_\_\_\_

Implementing Agency's Name: \_\_\_\_\_

**Important:**

- *Applicants must ensure all data in Part B of the application is fully consistent with Part A and C.*
- *Applicants must follow all instructions and guidance to have a chance at receiving full points for the narrative question and to avoid flaws in the application which could result in disqualification.*

### Table of Contents

Screening Criteria	Page: ____
Narrative Question #1	Page: ____
Narrative Question #2	Page: ____
Narrative Question #3	Page: ____
Narrative Question #4	Page: ____
Narrative Question #5	Page: ____
Narrative Question #6	Page: ____
Narrative Question #7	Page: ____
Narrative Question #8	Page: ____
Narrative Question #9	Page: ____



## **Part B: Narrative Questions** **Detailed Instructions for: Screening Criteria**

**The following Screening Criteria are requirements for applications to be considered for ATP funding. Failure to demonstrate a project meets these criteria will result in the disqualification of the application.**

1. Demonstrated fiscal needs of the applicant:

2. Consistency with Regional Plan.





## **Part B: Narrative Questions** **Detailed Instructions for: Question #1**

### **QUESTION #1**

**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. (0-30 POINTS)**

**A. Describe the following:**

**-Current and projected types and numbers/rates of users. (12 points max.)**

**B. Describe how the project links or connects, or encourages use of existing routes (for non-infrastructure applications) to transportation-related and community identified destinations where an increase in active transportation modes can be realized, including but not limited to: schools, school facilities, transit facilities, community, social service or medical centers, employment centers, high density or affordable housing, regional, State or national trail system, recreational and visitor destinations or other community identified destinations via: (12 points max.)**

- a. creation of new routes**
- b. removal of barrier to mobility**
- c. closure of gaps**
- d. other improvements to routes**
- e. educates or encourages use of existing routes**

**C. Referencing the answers to A and B above, describe how the proposed project represents one of the Implementing Agencies (and/or project Partnering Agency's) highest unfunded non-motorized active transportation priorities. (6 points max.)**



## **Part B: Narrative Questions**

### **Detailed Instructions for: Question #2**

#### **QUESTION #2**

**POTENTIAL FOR REDUCING THE NUMBER AND/OR RATE OF PEDESTRIAN AND BICYCLIST FATALITIES AND INJURIES, INCLUDING THE IDENTIFICATION OF SAFETY HAZARDS FOR PEDESTRIANS AND BICYCLISTS. (0-25 POINTS)**

- A. Describe the plan/program influence area or project location's history of collisions resulting in fatalities and injuries to non-motorized users and the source(s) of data used (e.g. collision reports, community observation, surveys, audits). (10 points max.)
- B. Describe how the project/program/plan will remedy (one or more) potential safety hazards that contribute to pedestrian and/or bicyclist injuries or fatalities; including but not limited to the following possible areas: (15 points max.)
- Reduces speed or volume of motor vehicles in the proximity of non-motorized users.
  - Improves sight distance and visibility between motorized and non-motorized users.
  - Eliminates potential conflict points between motorized and non-motorized users, including creating physical separation between motorized and non-motorized users.
  - Improves compliance with local traffic laws for both motorized and non-motorized users.
  - Addresses inadequate traffic control devices.
  - Eliminates or reduces behaviors that lead to collisions involving non-motorized users.
  - Addresses inadequate or unsafe traffic control devices, bicycle facilities, trails, crosswalks and/or sidewalks.







## **Part B: Narrative Questions**

### **Detailed Instructions for: Question #5**

#### **QUESTION #5**

#### **BENEFIT TO DISADVANTAGED COMMUNITIES (0-10 points)**

##### **A. Identification of disadvantaged communities: (0 points – SCREENING ONLY)**

To receive disadvantaged communities points, projects/programs/plans must be located within a disadvantaged community (as defined by one of the four options below) AND/OR provide a direct, meaningful, and assured benefit to individuals from a disadvantaged community.

1. The median household income of the census tract(s) is 80% of the statewide median household income
2. Census tract(s) is in the top 25% of overall scores from CalEnviroScreen 2.0
3. At least 75% of public school students in the project area are eligible for the Free or Reduced Priced Meals Program under the National School Lunch Program
4. Alternative criteria for identifying disadvantage communities (see below)

Provide a map showing the boundaries of the proposed project/program/plan and the geographic boundaries of the disadvantaged community that the project/program/plan is located within and/or benefiting.

**Option 1:** Median household income, by census tract for the community(ies) benefited by the project:

\$ \_\_\_\_\_

- Provide all census tract numbers
- Provide the median income for each census track listed
- Provide the population for each census track listed

**Option 2:** California Communities Environmental Health Screening Tool 2.0 (CalEnviroScreen) score for the community benefited by the project: \_\_\_\_\_

- Provide all census tract numbers
- Provide the CalEnviroScreen 2.0 score for each census track listed
- Provide the population for each census track listed

**Option 3:** Percentage of students eligible for the Free or Reduced Price Meals Programs: \_\_\_\_\_ %

- Provide percentage of students eligible for the Free or Reduced Meals Program for each and all schools included in the proposal

**Option 4:** Alternative criteria for identifying disadvantaged communities:

- Provide median household income (option 1), the CalEnviroScreen 2.0 score (option 2), and if applicable, the percentage of students eligible for Free and Reduced Meal Programs (option 3)
- Provide ADDITIONAL data that demonstrates that the community benefiting from the project/program/plan is disadvantaged
- Provide an explanation for why this additional data demonstrates that the community is disadvantaged



**B. For proposals located within disadvantage community: (5 points max)**

What percent of the funds requested will be expended in the disadvantaged community? \_\_\_\_%  
Explain how this percent was calculated.

**C. Describe how the project/program/plan provides (for plans: will provide) a direct, meaningful, and assured benefit to members of the disadvantaged community. (5 points max)**

Define what direct, meaningful, and assured benefit means for your proposed project/program/plan, how this benefit will be achieved, and who will receive this benefit.



## Part B: Narrative Questions

### Detailed Instructions for: Question #6

#### QUESTION #6

#### COST EFFECTIVENESS (0-5 POINTS)

- A. Describe the alternatives that were considered and how the ATP-related benefits vs. project-costs varied between them. Explain why the final proposed alternative is considered to have the highest Benefit to Cost Ratio (B/C) with respect to the ATP purpose of “increased use of active modes of transportation”. (3 points max.)
- B. Use the ATP Benefit/Cost Tool, provided by Caltrans Planning Division, to calculate the ratio of the benefits of the project relative to both the total project cost and ATP funds requested. The Tool is located on the CTC’s website at: <http://www.dot.ca.gov/hq/tpp/offices/eab/atp.html>. After calculating the B/C ratios for the project, provide constructive feedback on the tool (2 points max.)

$$\left( \frac{\textit{Benefit}}{\textit{Total Project Cost}} \textit{ and } \frac{\textit{Benefit}}{\textit{Funds Requested}} \right).$$



**Part B: Narrative Questions**  
**Detailed Instructions for: Question #7**

**QUESTION #7**

**LEVERAGING OF NON-ATP FUNDS (0-5 points)**

- A. The application funding plan will show all federal, state and local funding for the project: (5 points max.)





## Part B: Narrative Questions Detailed Instructions for: **Question #8**

**QUESTION #8**

**USE OF CALIFORNIA CONSERVATION CORPS (CCC) OR A CERTIFIED COMMUNITY CONSERVATION CORPS (0 or -5 points)**

- Step 1: Is this an application requesting funds for a Plan (Bike, Pedestrian, SRTS, or ATP Plan)?
- Yes (If this application is for a Plan, there is no need to submit information to the corps and there will be no penalty to applicant: 0 points)
  - No (If this application is NOT for a Plan, proceed to Step #2)

Step 2: The applicant must submit the following information via email concurrently to **both** the CCC **AND** certified community conservation corps prior to application submittal to Caltrans. The CCC and certified community conservation corps will respond within five (5) business days from receipt of the information.

- Project Title
- Project Description
- Detailed Estimate
- Project Schedule
- Project Map
- Preliminary Plan

California Conservation Corps representative:

Name: Wei Hsieh  
 Email: [atp@ccc.ca.gov](mailto:atp@ccc.ca.gov)  
 Phone: (916) 341-3154

Community Conservation Corps representative:

Name: Danielle Lynch  
 Email: [inquiry@atpcommunitycorps.org](mailto:inquiry@atpcommunitycorps.org)  
 Phone: (916) 426-9170

- Step 3: The applicant has coordinated with Wei Hsieh with the CCC **AND** Danielle Lynch with the certified community conservation corps and determined the following (check appropriate box):
- Neither corps can participate in the project (0 points)
  - Applicant intends to utilize the CCC or a certified community conservation corps on the following items listed below (0 points).  


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  - Applicant has contacted the corps but intends not to use the corps on a project in which either corps has indicated it can participate (-5 points)
  - Applicant has not coordinated with both corps (-5 points)

The CCC and certified community conservation corps will provide a list to Caltrans of all projects submitted to them and indicating which projects they are available to participate on. The applicant must also attach any email correspondence from the CCC and certified community conservation corps to the application verifying communication/participation.



## **Part B: Narrative Questions** **Detailed Instructions for: Question #9**

### **QUESTION #9**

#### **APPLICANT'S PERFORMANCE ON PAST GRANTS AND DELIVERABILITY OF PROJECTS**

*( 0 to-10 points OR disqualification)*

- A. *Applicant:* Provide short explanation of the Implementing Agency's project delivery history for all projects that include project funding through Caltrans Local Assistance administered programs (ATP, Safe Routes to School, BTA, HSIP, etc.) for the last five (5) years.
- B. *Caltrans response only:*  
Caltrans to recommend score for deliverability of scope, cost, and schedule based on the overall application.



## **Part C: Application Attachments**

***Applicants must ensure all data in this part of the application is fully consistent with the other parts of the application. See the Application Instructions and Guidance document for more information and requirements related to Part C.***

### **List of Application Attachments**

The following attachment names and order must be maintained for all applications. Depending on the Project Type (I, NI or Plans) some attachments will be intentionally left blank. All non-blank attachments must be identified in hard-copy applications using "tabs" with appropriate letter designations

<b>Application Signature Page</b> Required for all applications	<b>Attachment A</b>
<b>ATP - PROJECT PROGRAMMING REQUEST (ATP-PPR)</b> Required for all applications	<b>Attachment B</b>
<b>Engineer's Checklist</b> Required for Infrastructure Projects	<b>Attachment C</b>
<b>Project Location Map</b> Required for all applications	<b>Attachment D</b>
<b>Project Map/Plans showing existing and proposed conditions</b> Required for Infrastructure Projects (optional for 'Non-Infrastructure' and 'Plan' Projects)	<b>Attachment E</b>
<b>Photos of Existing Conditions</b> Required for all applications	<b>Attachment F</b>
<b>Project Estimate</b> Required for Infrastructure Projects	<b>Attachment G</b>
<b>Non-Infrastructure Work Plan (Form 22-R)</b> Required for all projects with Non-Infrastructure Elements	<b>Attachment H</b>
<b>Narrative Questions backup information</b> Required for all applications Label attachments separately with "H-#" based on the # of the Narrative Question	<b>Attachment I</b>
<b>Letters of Support</b> Required or Recommended for all projects (as designated in the instructions)	<b>Attachment J</b>
<b>Additional Attachments</b> Additional attachments may be included. They should be organized in a way that allows application reviews easy identification and review of the information.	<b>Attachment K</b>

# Draft Supplemental Application



**REGIONAL COMPETITIVE  
ACTIVE TRANSPORTATION  
PROGRAM  
CYCLE 21**

**SUPPLEMENTAL APPLICATION  
(To be used if Project ~~was~~ submitted for  
consideration in the  
Submitted during Statewide ATP ~~Call~~)**

Please read the Application Instructions at  
<http://www.fresnocog.org/ftip>  
prior to filling out this application

Project name:

## I. SUPPLEMENTAL QUESTIONNAIRE

Project name:

### 1. Project Eligibility and Application Completeness

Applications will be screened for eligibility. Applications will be removed from the competitive process if found ineligible based on the guidelines and if the project application is incomplete. Projects not selected for programming in the statewide competition, but deemed eligible for the regional program will be considered; however, applicants are required to submit a short supplemental application.

This project was submitted to the statewide competition. Y / N

If no, please do not proceed with this supplemental questionnaire; a complete application is required.

This project meets all eligibility guidelines. Y / N

The project application is complete. Y / N

### 2. Shovel Readiness (0 or 10 points)

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.

- The applicant has copies of the fully executed NEPA document and the fully executed right of way certification — 10 points
- The project is not shovel ready — 0 points

Project is shovel ready.

Not applicable

Comment [MG1]: MAG recommendation to remove this criteria

### 3. Disadvantaged Communities Only (must choose at least one)

Providing local match of 11.47%

Project is shovel ready (see guidelines for requirements of proof)

Project will utilize one or more partnering agencies throughout the delivery of this project (see guidelines for requirements of proof)

Not applicable

Comment [MG2]: MAG recommendation to require no match for all projects; however, points will be awarded for projects that leverage non-ATP funds.

#### **4. Recreational Trails Projects Only**

- Through consultation with the California Department of Parks and Recreation it has been determined that this project meets the federal requirements of the Recreational Trails Program.
- Not applicable

#### **Partnering Agency**

~~Agencies applying for infrastructure funding that are not familiar with the federal aid process and federal policies and procedures shall partner with a local agency that possesses expertise in these funding program requirements.~~

- ~~This project will utilize one or more partnering agencies to ensure that federal aid implementation requirements are met.~~

~~Please list:~~

- ~~Not applicable, the submitting agency fully understands the federal aid process, policies and procedures for project delivery.~~

*\*Questions to be discussed and possibly added*

*-Changes to Project Scope – If a member agency submits a large project to the statewide ATP and is not awarded they may wish to alter the scope of the project and request **consideration for a reduced** amount from the Fresno COG Regional ATP. The supplemental application will allow agencies to change the project without submitting an entire new application.*

*-Disadvantaged **Communities** – To be added dependent on what **the** MAG decides on **pertaining to the** scoring criteria. MAG recommended a tiered scoring for maximum point being attributed to projects benefiting “Severely Disadvantaged Communities”: areas amongst the lowest 10% most disadvantaged areas per CalEnviroScreen*

*-Matching Requirements - To be added dependent on what MAG decides on evolving scoring criteria.——*