

FRESNO COG REGIONAL COMPETITIVE ACTIVE TRANSPORTATION PROGRAM

CYCLE 2

ENCLOSURES

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<http://www.catc.ca.gov/programs/ATP.htm> )

CALIFORNIA TRANSPORTATION COMMISSION  
FINAL APPROVED FUND ESTIMATE  
March 26, 2105, Resolution G-15-06

# 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 VS CYCLE 2**  
**SUMMARY OF IMPORTANT UPDATES**

## Updates to Fresno COG Regional Guidelines for Cycle 2

Section	2014 Cycle 1	2015 Cycle 2
<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> <i>(Page 3-4 of Guidelines)</i>
<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.	<b>Proposed Substantive Change:</b> Eliminates match requirement to be consistent with the statewide guidelines and further adds (in the scoring criteria) that points will be awarded based on the amount of the <u>non-ATP</u> funding pledged/leveraged to the project, <i>see scoring criteria under Leveraging of non-ATP funds:</i> <i>(Page 5 of Guidelines)</i>
<b>Minimum Request</b>	No minimum requirement	No minimum requirement <i>(Page 5 of Guidelines)</i>
<b>Maximum Request</b>	No Maximum, but encouraged establishing an ATP funding maximum not to exceed \$1 million per project	“Encourage” ATP fund awards of \$1 million or less per project <i>(Page 5 of Guidelines)</i>
<b>Funding Set-Asides</b>	No set-aside or minimum requirement for SRTS, Recreational Trails or Active Transportation Plans	No set-aside or minimum requirement for SRTS, Recreational Trails or Active Transportation Plans (no change in policy) <i>(Page 5 of Guidelines)</i>
<b>Disadvantaged Communities</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	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:  (1) an area where median household income is 80% or less the statewide average <b>(no change)</b> ;  (2) an area among the 25% most disadvantaged areas per the CalEnviroScreen scoring tool <b>(changed from 10% to 25% to be consistent with the statewide guidelines)</b> ;  (3) an area where at least 75% of public school students qualify for free or reduced price meals <b>(no change)</b> ;

		<p><b>Proposed Substantive Change:</b></p> <p>In order for a project to qualify for “severely” disadvantaged community status, it must clearly demonstrate a direct, meaningful, and assured benefit to a community in an area identified as among the most disadvantaged <b>10%</b> in the state according to the CalEPA and based on the latest versions of the California Communities Environmental Health Screening Tool (CalEnviroScreen) scores.</p> <p><i>(Page 9 of Guidelines)</i></p>
<b>Project Application</b>	10 hard copies and one electronic copy (via cd or portable hard drive) of a complete application. Applications must be submitted by the application deadline.	7 hard copies and one electronic copy (via cd or portable hard drive) of a complete application. Applications must be postmarked by the application deadline. ** The scoring committee should be set at 7 scorers <i>Page 10 of Guidelines</i>
<b>Scoring Criteria</b>	Benefit to disadvantaged communities. <b>(0 to 10 points)</b>	<p><b>Proposed Substantive Change:</b></p> <ol style="list-style-type: none"> <li>1. Benefit to “disadvantaged communities”. <b>(0 to 5 points)</b></li> <li>2. Benefit to “severely disadvantaged communities”. <b>(5 to 10 points)</b></li> </ol> <p><b>Description of proposed change:</b></p> <ol style="list-style-type: none"> <li>1. Benefit to disadvantaged communities change point structure from <b>(0 to 10 points)</b> to <b>(0 to 5 points)</b></li> <li>2. Recommendation to add a new criteria that would allow projects that are in “severely disadvantaged communities” to qualify for <b>5 to 10 points</b> if the project/program/plan proposed warrants the points and provides a direct, meaningful, and assured benefit to members of a “severely disadvantaged community”.</li> </ol> <p><i>The proposed definition for a severely disadvantaged community, includes areas identified as among the most disadvantaged <b>10%</b> in the state according to the CalEPA and based on the latest version of the California Communities Environmental Health Screening Tool (CalEnviroScreen) scores</i></p>



		<i>(Page 11 of Guidelines)</i>
<b>Scoring Criteria</b>	No criteria for leveraging non-ATP funds	<p>Leveraging of non-ATP funds on the ATP project scope proposed. <b>(0 to 5 points)</b></p> <p>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</p> <p>*This is consistent with the statewide guidelines  <i>(Page 12 of Guidelines)</i></p>
<b>Scoring Criteria</b>	Points for shovel ready projects	Eliminate extra points for shovel ready projects <i>(Page 12 of Guidelines)</i>
<b>Project Evaluation Committee</b>		<p>New Requirement:  Members and are not allowed to provide input, verbally or in writing, regarding their project/plan/program during the evaluation period.  <i>(Page 13 of Guidelines)</i></p>
<b>Funding Active Transportation Plans (up to 5%)</b>	No set-aside for plans	<p>No set-aside for plans;  <i>Removing this section because the Regional Active Transportation Plan is underway and the MAG continued to recommend that like in Cycle 1, the region not set-aside any funding for active transportation plans.</i></p> <p><i>(Page 19 of Guidelines)</i></p>
<b>Supplemental Application/Questionnaire</b>		<p>New option:  <b>Project Phasing and Segmentation</b>  Agencies are now allowed to phase or segment a project for</p>

		<p>the Regional ATP if the project was submitted and considered in the statewide call for projects. The agency must show that the project phase or segment submitted for consideration in the Regional ATP is a functional segment and meets all eligibility requirements for ATP funding. In addition, the agency must include a detailed description of the changes proposed, revised project cost estimates, and cost/benefits changes associated with the revision(s).</p> <p><i>**This option was recommended after the Cycle 1 process because projects well over \$1 million that were submitted to the statewide call, and were not successful, did not have an option to reduce the project funding request for the Regional ATP. It is possible that the funding request may have been considered too large for the amount of funding available in the Regional ATP.</i></p>
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FINAL DRAFT OF FRESNO COG REGIONAL COMPETITIVE ATP  
GUIDELINES



# Fresno Council of Governments

**FINAL 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 a representative 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](#) two-year program of projects were adopted on March 26, 2015 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 [2015](#) Active Transportation Program:

- [CTC adopts ATP Fund Estimate – March 26, 2015](#)
- FCOG DRAFT ATP Regional Guidelines to TTC/PAC for approval – May [15](#), 2015
- FCOG DRAFT ATP Regional Guidelines to FCOG Policy Board for adoption – May [28](#), 2015
- [Submit FCOG ATP Regional Guidelines to CTC – June 1, 2015](#)

- CTC approves or rejects FCOG Final ATP Regional Guidelines – June [24-25, 2015](#)
- Regional Competitive FCOG ATP Call for Projects – June 26-August [7, 2015](#)
- CTC staff recommendation for statewide portions of the ATP – [September 15, 2015](#)
- [FCOG Multidisciplinary Advisory Group reviews and scores regional level projects – September 15-23, 2015](#)
- FCOG selected [draft](#) project list to TTC/PAC for [recommendation of approval – October 9, 2015](#)
- CTC adopts [statewide](#) ATP program of projects – [October 21-22, 2015](#)
  - [Projects not selected in statewide program compete in the FCOG Regional ATP](#)
- FCOG selected [draft](#) project list to FCOG Policy Board [for adoption – October 29, 2015](#)
- Deadline for MPO project programming recommendations to CTC – [November 16, 2015](#)
- CTC adopts MPO selected projects – [December 9-10, 2015](#)
- FCOG programs selected ATP projects [as an amendment to the 2015 FTIP-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 Active Transportation Program funding source.

### DISTRIBUTION

Active Transportation Program (ATP) funds from the State of California provide an important 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 2015 ATP Fund Estimate](#), \$3.9 million will be available in the [second cycle, that is, \\$1.9 million per year for Fiscal Year 16/17, 17/18, and 18/19 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 FCOG encourages the leveraging of additional funds for a project submitted to the regional competitive ATP, matching funds are not required 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. 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 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.

## 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.

## MINIMUM FUNDING AWARD REQUEST

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

## MAXIMUM FUNDING AWARD REQUEST

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

## 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/)).

### Comment [MG1]: This section proposes a substantive change:

The previous Cycle, did include a requirement for match: Cycle 1 stated the following:

*"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."*

**PROPOSED CHANGE:** Cycle 2 proposes the elimination of match to be consistent with the statewide guidelines and further adds (in the scoring criteria) that points will be awarded based on the amount of the non-ATP funding pledged/leveraged 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  
**\*\*The tiered point system is consistent with the statewide guidelines.**



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 section E. on active transportation plans found in the CTC adopted ATP guidelines.

## 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, projects must be federal-aid eligible:

- Infrastructure Projects: Capital improvements that will further the goals of this program. This typically includes the environmental, design, right-of-way and construction 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 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.

## 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 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/>
  - o In order for a project to qualify for “severely” disadvantaged community status, it must clearly demonstrate a direct, meaningful, and assured benefit to a community in an area identified as among the most disadvantaged 10% in the state according to the CalEPA and based on the latest versions of the California Communities Environmental Health Screening Tool (CalEnviroScreen) scores.
- At least 75% of public school students in the project area are eligible to receive free or reduced-price meals under the National School Lunch Program. Data is available at <http://www.cde.ca.gov/ds/sd/sd/filessp.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.

**Comment [MG2]:** This change is needed for consistency with the adopted statewide ATP guidelines. Changed from 10% to 25%

**Comment [MG3]:** This is considered a substantive change and will require CTC approval if adopted by FCOG.

Because the statewide guidelines changed the disadvantaged community eligibility from 10% to 25%, it is being proposed that the region consider the 10% of CalEnviroScreen as “severely” disadvantaged so that those eligible projects can possibly receive additional points in the scoring criteria. See Scoring Criteria Section

## 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:

- 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 107 hard copies and one electronic copy (via cd or portable hard drive) of a complete application. Applications must be postmarked by the application deadline.

**Comment [MG4]:** Recommendation to change from 10 copies to 7 copies. The scoring committee should be set at 7 scorers.

For questions or concerns, please contact Melissa Garza at [mgarza@fresnocog.org](mailto:mgarza@fresnocog.org) or Lindsey 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. 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/ 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 attach the FCOG supplemental application.

## SCORING CRITERIA

Proposed projects will be 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 5 points-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.

### 6. Benefit to "severely disadvantaged communities". **(5 to 10 points)**

Applicants must:

#### **Comment [MG5]: Proposed Substantive Change:**

Recommendation to add new criteria that would allow projects that are in "severely disadvantaged communities" to qualify for **5 to 10 points** if the project/program/plan proposed warrants the points and provides a direct, meaningful, and assured benefit to members of a "severely disadvantaged community".

*The proposed 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*

Projects in "disadvantaged communities, but not in the proposed "severely disadvantaged communities" would still be able to qualify for **0 to 5 points** (under Criteria #5) if the project/program/plan proposed warrants the points and provides a direct, meaningful, and assured benefit to members of a "disadvantaged community" - *the most disadvantaged 25% in the state according to the CalEPA and based on the latest version of the California Communities Environmental Health Screening Tool (CalEnviroScreen) scores.*

- 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.

**5-7. 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 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. 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.*

**6-8. Leveraging of non-ATP funds on the ATP project scope proposed. (0 to 5 points)**

- 7-9. 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 -5 points)**

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

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 provided to Caltrans.

- 10. 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 -10 points)**

- 8. 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 [MG6]:** New criteria added to the statewide application.  
*Describe the Leveraging funding the applicant is committing to invest in the project if it is awarded ATP funding (total value in dollars).*

*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.*

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

**Comment [MG7]:** Substantive Change Request: Recommendation to eliminate 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 [MG8]:** Non-Substantive:  
New requirement proposed

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 costs for each of the following components:

- (1) Permits and environmental studies;
- (2) Plans, specifications, and estimates;
- (3) Right-of-way ~~capital outlay;~~
- (4) 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 2 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 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 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 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 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 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 adopt](#) a program of projects, including:
  - The statewide [component](#) of the Active Transportation Program,
  - The [small urban and rural component](#) 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](#) Project Evaluation process as [a member of](#) the MAG.
- Perform eligibility [and deliverability](#) reviews of Active Transportation Program projects [and inform the CTC of any identified issues as they arise.](#)
- [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 a different [definition of a disadvantaged community](#), project selection criteria, weighting, and minimum project size for its regional competitive ATP selection process than the statewide guidelines. 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 the 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. FCOG will 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.](#)
- 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 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.

**Comment [MG9]:** Non-substantive: Removing this section because the Regional Active Transportation Plan is underway and the MAG continued to recommend that like in Cycle 1, the region not set-aside any funding for active transportation plans.

## 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.

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.

## MULTI-DISCIPLINARY ADVISORY GROUP LIST

**Fresno COG Regional ATP Cycle 2**  
**Multidisciplinary Advisory Group Members**  
 Updated 4/9/2015

Requirement	Agency	Name		
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 (Alternates=Sara Pomare & Jill Gormley)	<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>	
School Districts	Eastside Cities Rep.	John Robertson	<a href="mailto:john.robertson@reedley.com">john.robertson@reedley.com</a>	
	Fresno Unified	Mary Gonzalez (Alternate=Michael Cortes)	<a href="mailto:maryj.gonzalez@fresnounified.org">maryj.gonzalez@fresnounified.org</a>	<a href="mailto:michael.cortes@fresnounified.org">michael.cortes@fresnounified.org</a>
Non-governmental organizations	FCOE	Lisa Birrell	<a href="mailto:lbirrell@fcoe.org">lbirrell@fcoe.org</a>	
	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>	

[jill.gormley@fresno.gov](mailto:jill.gormley@fresno.gov)

Cannot participate



# FINAL DRAFT SUPPLEMENTAL APPLICATION



**REGIONAL COMPETITIVE  
ACTIVE TRANSPORTATION  
PROGRAM  
CYCLE 2**

**SUPPLEMENTAL APPLICATION**

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

Comment [MG1]: Will be available before the call for projects opens

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 this short supplemental questionnaire.

This project was submitted to the statewide competition. Y / N   
*If no, please be advised that a complete application is required.*

This project meets all eligibility guidelines. Y / N

The project application is complete. Y / N

**2. 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

**3. Severely Disadvantaged Communities (Refers to Question #6 of the Regional Guidelines) (5 to 10 points)**

For a project to contribute toward the “Severely” Disadvantaged Communities points, the project must clearly demonstrate a direct, meaningful, and assured benefit to a community that meets the following criteria:

An area identified as among the most disadvantaged **10%** 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/>

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.

- Project does not directly benefit a disadvantaged community(ies); therefore, does not meet the requirements for disadvantage community funding consideration.
- Project benefits a disadvantaged community(ies) but is not within the most severely disadvantaged 10% in the state according to the CalEPA and based on the latest versions of the CalEnviroScreen scores.
- Project benefits a disadvantaged community(ies) and is within the most "severely" disadvantaged 10% in the state according to the CalEPA and based on the latest versions of the CalEnviroScreen scores

#### 4. Project Phasing and Segmentation

Agencies are allowed to phase or segment a project for the Regional ATP if the project was submitted and considered in the statewide call for projects. The agency must show that the project phase or segment submitted for consideration in the Regional ATP is a functional segment and meets all eligibility requirements for ATP funding. In addition, the agency must include a detailed description of the changes proposed, revised project cost estimates, and cost/benefits changes associated with the revision(s). The following documents must be submitted:

- a. Cover letter describing in detail the project revisions and an explanation of how the revised project is a functional segment and include a description of how the project continues to meet the eligibility requirements of the ATP.
- b. Revised engineer's cost estimate.
- c. Revised Project Programming Request (PPR) form
- d. Description of Cost/Benefit changes as a result of the project revisions.

- Project was submitted for consideration in the statewide call for projects and has been altered for consideration in the Regional ATP
- Project was submitted for consideration in the statewide call for projects and has NOT been altered for consideration in the Regional ATP
- Not Applicable

STATEWIDE ATP APPLICATION  
(not included, but available on the California  
Transportation Commission's website:  
<http://www.catc.ca.gov/programs/ATP.htm> )

The statewide application will be the application that will be used for the Regional ATP; however, a supplemental application will also need to be completed and submitted.