

# Summary of Changes for the APPLICATION INSTRUCTIONS & GUIDANCE

## List of Changes:

<b>Original Page #</b>	<b>Topic</b>	<b>Description of Change</b>	<b>Initials</b>
19	Q-#8 Corps	Clarified the use of Tribal Corps	TM
22	Attachments	Fix Attachment references for NI and Plans	TD

# APPLICATION INSTRUCTIONS & GUIDANCE FOR ACTIVE TRANSPORTATION PROGRAM (ATP) CYCLE 3



These instructions are expected to be used on step-by-step basis for the preparation of ATP Cycle 3 Applications. Failure to follow these instructions may result in incomplete applications, which could result in a loss of points, ineligible project elements, and/or disqualification.

## APPLICATION INSTRUCTIONS & GUIDANCE

<b>General Instructions</b>	<b>Page 2</b>
<b>Part A- Applicant Information</b>	<b>Page 4</b>
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## **GENERAL - INSTRUCTIONS**

### **NO EXCEPTIONS**

#### **Final Filing Date:**

**Electronic Applications must be submitted June 15, 2016 by 11:59 PM.**

*and*

**Hardcopies must be postmarked June 15, 2016.**

ONLY Applications with on-time submittals of Electronic and Hard copies will be scored and evaluated!  
*All applications submitted after this date will not be scored.*

### **QUESTIONS CONCERNING THE APPLICATION**

If you have questions on how to fill out the application, please contact your Caltrans Local Assistance ATP coordinator or District Local Assistance Engineer (DLAE). A list of the DLAEs is available at:  
<http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm>

### **SUBMISSION REQUIREMENTS**

#### **1. Electronic Submittal:**

The new ATP Application includes an automated submittal process for submitting the electronic application. Applicants must take extra precaution to ensure all application data is accurate and final prior to hitting the 'submit' button (*its equivalent to dropping off a package in a public mail box. There is not getting it back!*) **Save a copy of the form prior to submitting.** Once the form has been submitted the Submit button will disappear and you will not be able to re-submit the form again if you need to make changes after the form has been submitted. By saving a copy, you will still have a version that has the Submit button.

#### **The automated submittal process includes the following elements:**

- a. The applicant should "Save" the file, prior to hitting the "Submit" button.
- b. The "Submit" button is located at the top of the "Index" page.
- c. The form-functionality checks to ensure all required application data is contained in the application, including data fields, check boxes and attachments.
- d. The form automatically assigns the official application number to the application. Prior to submittal, the form will show "null" for the application number. The form assigns the application number by first checking the Caltrans online database to determine the number of applications the implementing agency has already submitted and then it adds one to the number.
- e. The form automatically saves the application and all corresponding attachments to the online data base.
- f. As part of this process, the form will email back the applicant the official PDF copy of the final application. (*NOTE: The Implementing Agency's "Contact Person's Email Address" will be used*). **This file is considered the official application form and will include the final application number** and the "submit" button will be removed. This file cannot be edited and resubmitted. The applicant should save this version in their filing system as the official/final version.

#### **2. Hard-Copy Submittal to Caltrans:**

- a. **Submit five (5) hard copies: 1 original and 4 copies.** All copies shall be securely bound, e.g. spiral or comb bound (no clips, clamps, ringed binders, or rubber bands).

- The original application must be marked "ORIGINAL COPY". All documents contained in the original application package must have original signatures.
- The 4 copies of the application may contain photocopies of the original package (so long as the maps, photographs and other detailed exhibits are in color and/or high resolution that clearly depict of all relevant information.)
- **The hard copies of each application must be submitted using the following format:**
  - **Applicant-created Cover Sheets are NOT allowed:** The pre-formatted, auto-generated cover sheet must be the visible cover of the submitted application. Applications shall not include a specialty cover sheet. *This requirement is intended to assist with application consistency, reviewing and filing.*
  - **The use of TABS is required:** All applications must provide separation “tabs” in the hard-copies of the applications to identify the beginning location of each of the following application sections: “Part 5 Project Schedule”, “Part 7 Application Questions”, “Questions 1-9” (with attachments as they occur throughout the application) and each separate attachment under Part 8 “Attachments”. Additional tabs are allowed.
  - **Placement of Attachments:** Attachments are to be inserted in the hardcopy following the page that they were referenced on, except for the attachments in Part 8, which are attached at the back of the application in the order shown.
  - **Paper Size and formatting:** In general, the hard-copies of the applications are to be on 8 ½” x 11” paper, single-sided. Attachments are not required to be 8 ½” x 11”. If attachments are larger than a standard page, they must be folded to 8 ½” x 11”.
- ❖ APPLICATIONS SHALL BE MAILED TO CALTRANS AT THE FOLLOWING ADDRESS:

CALTRANS  
 Division of Local Assistance,  
 1120 N Street, MS 1  
 Attn: Office of Active Transportation and Special Programs  
 Sacramento, CA 95814

3. **To Regional Transportation Planning Agency (RTPA) or County Transportation Commission:**
- a. The California Transportation Commission – Guidelines for ATP require that the applicant submit an additional application copy to the Regional Transportation Planning Agency (RTPA) or County Transportation Commission and to the Metropolitan Planning Organization (MPO) within which the project is located by the final filing date. (An MPO contact list can be found at [www.dot.ca.gov/hq/tpp/offices/orip/](http://www.dot.ca.gov/hq/tpp/offices/orip/)) The copy may be hard copy or electronic – check with your regional agency and/or county commission for their preference.

### **READ THIS BEFORE STARTING YOUR APPLICATION**

Prior to filling out the application, applicants are expected to review the information and guidance provided on the CTC and Caltrans ATP websites at:

- CTC Website: <http://www.catc.ca.gov/programs/ATP.htm>
- Caltrans Website: <http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html>

Applicants must download the application form (PDF “fillable” form) from the Division of Local Assistance ATP website at: <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-3.html>. Applicants must prepare their electronic and hard-copy applications as defined in these instructions above.

**Applicants are expected to download and save the application form to their local-computer and/or flash drive.** Once this is done, they may open, edit and save this file as needed. Applicants can work on the file ‘off-line’, but some of the application’s (i.e. drop-down menus and submission) will not work without the applicant’s computer being connected to the internet.

**The application form must be completed on a computer with Adobe Acrobat Reader 8.0 or later.**

Adobe Reader 8.0 can be downloaded for free at: <https://get.adobe.com/reader/>

In order for the application forms functionality to work properly, the security settings on the applicant’s computer may need to be adjusted. If they are prompted of security issues with their application file, applicants will need to turn off the “Enhanced Security” features under preferences and applicants will need to ‘trust’ the document and resave the document.


Applicants are encouraged to read the entire Application Instructions and ATP Guidance before attempting to prepare and submit the application. **Applicants are expected to utilize and follow these instructions in a step-by-step process as they complete their application(s).** Completing an application without adhering to these instructions may result in an incomplete application or an application with fatal flaws that will be excluded from the ranking and selection process. If an applicant has questions relating to their application, they should seek assistance from their Caltrans DLAE before submitting their application.

## **APPLICATION INSTRUCTIONS**

### **NAVIGATING THE APPLICATION:**

**Cover Sheet:** The first page in the application form is the “Cover Sheet” for the application. This page in NOT editable. All data shown on this page will be auto-populated from information the applicant enters throughout the application. ***Reminder: the “Project Application No.” will show “null” for the application number and this will not change until the application is formally submitted.***

The second page of the application starts with the Application Index Page. In the upper right hand

corner of each page of the application there is an  button which can be clicked at any time to navigate back to the index page and then navigate directly to another part or page of the application.

### **ATTACHMENTS:**

Throughout the application there are fields to attach documentation. Unless otherwise noted, these documents must be attached in PDF format (When available and appropriate, use Adobe Acrobat to first save-as “Reduced Size PDF. . .”). If the attachment is made up from multiple documents; the documents must be combined into a single PDF document, then attached.

## **APPLICATION PART 1: APPLICANT INFORMATION**

### **IMPLEMENTING AGENCY:**


The **Implementing Agency** must enter into a Master Agreement (MA) with Caltrans and will be responsible for all requirements under the MA, including but not limited to, the use and expenditure of the program funds, delivery of the project within all pertinent Federal and State funding requirements and future operational and maintenance needs. An Implementing Agency could be a

city, county, tribal government, public health department, transit agency, school district, natural resources agency, public lands agency, Metropolitan Planning Organization (MPO), or Regional Transit Planning Agency (RTPA).

Note: **Private nonprofit tax exempt organizations** may only apply for eligible Recreational Trails Projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors trails. The project must benefit the general public and not only a private entity.

**Throughout the ATP application and application instructions, “Applicant” may be used to refer to the “Implementing Agency.”**

The application form includes a Drop-Down Menu List of Implementing Agencies. The list has been populated with all Cities and Counties and all agencies who have previously applied for ATP funding.

To see the list click on the arrow  on the right side of the field, type in the first letter of your agency’s name then scroll down to your agency and click. Example: Alameda is the City of Alameda.

If your agency’s name is not showing up on the list- e-mail [teresa.mcwilliam@dot.ca.gov](mailto:teresa.mcwilliam@dot.ca.gov), [ted.davini@dot.ca.gov](mailto:ted.davini@dot.ca.gov), or [Mary.hartegan@dot.ca.gov](mailto:Mary.hartegan@dot.ca.gov) to request your agency name be added. It may take 1 to 3 days for the new name to show up. The applicant can continue entering information into their application(s) and return to this field prior to submitting their application.

Enter the name, address and contact information for the Implementing Agency.

Applicants have the opportunity to customize the application cover sheet with a unique image. Interested applicants can attach their image just after the contact person’s information.

**MASTER AGREEMENTS (MAs):**

The application must confirm if the Implementing Agency currently has a MA and if so, must include the Federal and/or State MA number.

Successful applicants must be able to meet the requirements of and enter into a Master Agreement (MA) with Caltrans if their application is awarded funding. Caltrans encourages applicants to submit their applications through Implementing Agencies with existing approved MAs. Agencies that do not currently have a MA with Caltrans must be able to enter into an MA with Caltrans prior to funds allocation.

For more information on the requirements to enter into a Master Agreement with Caltrans visit the links listed below:

General policies and procedures are discussed in the Caltrans Local Assistance Procedures Manual (LAPM) Chapter 4 at:

<http://www.dot.ca.gov/hq/LocalPrograms/lam/LAPM/ch04.pdf>. A sample Master Agreement is also located at this site.

Information concerning the auditing and accounting requirements can be found at:

<http://www.dot.ca.gov/hq/audits/documents/auditbrochure.pdf>

For those agencies that are not familiar with the local Federal Aid process, Caltrans strongly encourages seeking an “Implementing Agency” such as a City, County, Regional Transportation Planning Agency (RTPA) or Metropolitan Planning Organization (MPO) to act as the applicant for

their application. These agencies should note: 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 result in a failure to meet the CTC Allocation timeline requirements and the loss of ATP funding.

- Click 'Yes' if your agency has a Federal or State Master Agreement with Caltrans. Enter Federal and/or State MA number(s).
- Click 'No' if your agency does not have either a State or Federal Master Agreement with Caltrans.

#### **PROJECT PARTNERING AGENCY:**

Eligible applicants 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, eligible applicants that are unfamiliar with the requirements to administer a Federal-Aid Highway Program project are encouraged to partner with an eligible applicant that can implement the project.** *(NOTE: For these projects, if the Partnering Agency does not accept responsibility for the operation and maintenance of the completed projects, they are not expected to sign the application (Attachment A) or provide contact information in this section of the application.)*

If an eligible applicant, other than the Implementing 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. *(NOTE: For these projects, the Partnering Agency who accepts responsibility for the operation and maintenance of the completed projects must sign the application (Attachment A) and provide contact information in this section of the application.)*

This partnering role is **not** required for ATP projects/applications and no points will be allocated on the basis of projects identifying a Project Partnering Agency.

The "Partnering Agency" will **not** enter into a Master Agreement with Caltrans and will **not** be financially and contractually responsible. Only the Implementing Agency is required to enter into a Master Agreement with Caltrans and becomes financially and contractually responsible.

Entities listed in the application as "Partnering Agencies" shall have no implied tie to the ATP funding and are still required to meet all competitive bidding requirements. These entities shall not expect that being a Partnering Agency entitles them to qualify for being part of a Public Interest Finding (PIF) for a sole source contract for future work under the application.

If there is a Partnering Agency for the project, as defined above, enter the name, address and contact information for the Partnering Agency.

- Click 'Yes' if the project will have a Project Partnering Agency. Enter the name, address and contact information for the Project Partnering Agency.
  - Attach a "letter of intent" or other Partnering Agency documentation.
- Click 'No' if your project will not have a Project Partnering Agency.

## **APPLICATION PART 2: GENERAL PROJECT INFORMATION**

### **PROJECT NAME, DESCRIPTION, AND OTHER GENERAL INFORMATION:**

**Project Name:** Enter a brief project name. (Max of 10 words)

If funded, this name will be used in the CTC project listing.

*Good Example: Grand Avenue Bike Route Improvements, Lakeside*

*Bad Example: Bike Route Improvements*

**Summary of Project Scope:** Enter a brief summary of the project scope (Max 200 words)

The Summary of the Project Scope is intended to provide a clear and concise explanation of all the elements of the proposed project that are expected to benefit active transportation users and provide a general understanding on why these elements are needed. This summary should clearly demonstrate how the project meets the purpose of the ATP, including the corresponding goals as appropriate.

**Project Description:** Enter a brief project description (Max of 50 words)

The project description should convey the types of work and/or the major elements that are proposed – without going into details like construction quantities. If the application is an infrastructure project that is only requesting preconstruction (PA&ED, PS&E and/or ROW) funds, this must be stated in the Project Description. If funded, this description will be used in the FSTIP programming document.

*Example: "Install Rectangular Rapid Flashing Beacons, pavement markings and signing" or "PS&E and ROW funding for the eventual construction of curb, gutter, sidewalk, and curb ramps"*

**Project Location:** Enter a brief project location (Max of 50 words)

The project location should convey the road names, intersection cross street names, and/or geographical references of where the project is located – without defining the limits of work in terms of "feet" offsets. For projects with multiple locations, it may be appropriate to list each location or simply state "Various locations . . ." If funded, this location will be used in the FSTIP programming document.

*Example: "On Elm St. between Oak Ave. and Cherry Blvd." or "The intersection of Elm St. with Oak Ave." or "Various locations along Oak Ave" or "Various locations throughout the County."*

- Attach the project location map

**Project Coordinates:** Enter the Project Coordinates (in decimal format)

All applications are required to include one set of GPS latitude and longitude coordinates for the approximate central location of the project. These coordinates are expected to be used on a statewide basis (i.e. a statewide heat-map showing number of projects). *For further assistance search online for "Get the coordinates of a location"*. The numbers should be entered in decimal degrees. Negative latitude numbers mean "South" and negative longitude numbers mean "West". Example: the coordinates of the State Capital are 38.576572°N, -121.493411°W



**Congressional, State Senate and State Assembly District(s):** Enter the Congressional District(s), State Senate District(s) and State Assembly District(s) that your project will be located in.

For reporting purposes, all applications are required to include each of the Congressional, State Senate and State Assembly Districts where the project work is taking place. If more than 3 districts are impacted, only list the 3 where the majority of the work will occur.

**Caltrans District:** Use the drop down menu to select the Caltrans district in which the project will occur.

If more than one district is impacted, select the district where the majority of the work will occur. See <http://www.dot.ca.gov/hq/construc/districtmap.htm> to determine which district your project is in.

**County:** Use the drop down menu to select the county in which the project will occur.

Select the county in which the project will occur. If the project covers multiple counties, select the county where the majority of the work will occur.

**MPO/RTPA:** Use the drop down menu to select the MPO/RTPA in which the project will occur.

Input the MPO (Metropolitan Planning Organization) that will be involved with the programming of the project in the FTIP. Input “Caltrans” for Small Urban and Rural projects. For information about MPOs, visit [http://www.dot.ca.gov/hq/transprog/federal/mpo\\_ftip\\_links.htm](http://www.dot.ca.gov/hq/transprog/federal/mpo_ftip_links.htm).

**RTPA:** Use the drop down menu to select the RTPA in which the project will occur.

**Urbanized Zone Area (UZA) Population:** Use the drop down menu to select the population size of the community in which the project will occur.

#### **Past Projects:**

- Click ‘Yes’ if within the last 10 years, there has been any previous State or Federal ATP, TE, SRTS, SR2S, BTA, HSIP, or other pedestrian/bike funding awards for project(s) that are adjacent to or overlap the limits of the project.

Enter the number of projects, press enter. Enter the Project # (i.e. Federal Project #, PPNO, or other Caltrans unique project identifier), Funding Type, Funding Amount (\$1,000s), Project Type, and Select the Type of overlap/connection from the drop down menu.

- Click ‘No’ if within the last 10 years, there has not been any previous State or Federal ATP, SRTS, SR2S, BTA or other pedestrian/bike funding awards for project(s) that are adjacent to or overlap the limits of the project.

## **APPLICATION PART 3: PROJECT TYPE**

**PROJECT TYPE:** Use the drop down menu to select Combination (I/NI), Infrastructure (I), Non-Infrastructure (NI) or Plan.

The ATP encompasses three distinct project types: Infrastructure (I), Non-Infrastructure (NI) and Plans. These projects types are defined in the CTC 2017 Active Transportation Program Guidelines (CTC Guidelines) Section 11. The CTC Guidelines can be found at:

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

- **Infrastructure (I):** See the CTC Guidelines referenced above.
- **Non-Infrastructure (NI):** See the CTC Guidelines referenced above. Non-Infrastructure projects and/or project components are eligible for all ATP applications and are not

limited to those only benefiting school students. **The ATP program will focus funding for non-infrastructure projects on pilot and start-up projects that can demonstrate funding for ongoing efforts.** The ATP program funds are not intended to fund ongoing program operations. Non-infrastructure project applications must include a workplan (Form 22-R) with distinct tasks and deliverables that define the scope of the project. This information will be utilized in the evaluation process. See the attachments section for more information on Form 22-R.

- **Combination (I/NI):** Projects that include Infrastructure and Non-Infrastructure elements.
- **Plan:** Funding from the Active Transportation Program may be used to fund the development of community-wide active transportation plans within or, for area-wide plans, encompassing disadvantaged communities, including bike, pedestrian, safe routes to schools, or comprehensive active transportation plans. The expectations and requirements of Active Transportation Plans are defined in the CTC Guidelines in Sections 7 and 13-E.
  - For Plan projects, agencies must document all of the plans types they will be addressing. **(Check all that apply)**

**Note: If Plan is selected, several of the standard inputs in the following parts of the application will not be required, and will not be visible**
  - An active transportation **plan must include, but is not limited to**, the components listed in Section 13-E of the CTC guidelines (at the link above) or explain why the component is not applicable. Plan deliverables may contain rough estimates, but not detailed estimates or construction plan sheets.
    - Attach the Exhibit 22-PLAN
  - Applicants must also document all of the existing plans they have previously approved relating to active modes of transportation. **(Check all that apply)**
    - Bicycle Plan,
    - Pedestrian Plan,
    - Safe Routes to School Plan, and/or
    - Active Transportation Plan.

This information is required for **all applications**.

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

**All Projects:** Projects need to define the ‘rough approximation’ for the percentage of the **project-costs** that is Bicycle Transportation focused and Pedestrian Transportation focused – with the total percentage equaling 100%. Projects where all elements of the scope **ONLY** benefit one mode (either bicycle or pedestrian) of transportation should mark the appropriate box. Projects with elements of the scope that benefit both bicycle and pedestrian modes of transportation should mark both boxes.

- Bicycle Transportation box** if the project will benefit bicycling.
- Pedestrian Transportation box** if the project will be benefiting pedestrians.

NOTE: For projects benefitting both bicycles and Pedestrians, once the applicant enters the % for bicycle box, the pedestrian % will automatically calculate.

**All Projects:** In addition to estimating the percent of the project benefiting bicycles vs. pedestrians, document whether the project is to be considered Safe Routes to School or Recreational Trails project.

**Safe Routes to School Projects:** For a project to qualify for Safe Routes to School designation, the project must directly increase safety and convenience for public school students to walk and/or bike to school.

- Click on the Safe Routes to School box if your project is a Safe Routes to School Project.

Enter the number of schools the project will impact/serve, and press enter.

Enter all of the following for each school:

- School Information: enter the Full School name(s) and Address(s) for the school(s) that will benefit from the project.
- School District Information: enter the School District Name(s) and School District Address(s) for the schools.
- School type drop down menu:
  - Based on CTC Guidelines: K-8 schools are the only schools that qualify for the Safe Routes to School designation.
  - If the school is “9 thru 12” or higher, it does not qualify for the Safe Routes to school designation and should not be included in the list of projects.
- The ‘distance’ from school should be inputted in terms of ‘miles’ to the nearest tenth.
  - As stated in the application form, the distance requirement does not apply to all project types.
- Total Student enrollment
- Total # of students that currently walk or bike to school
- Approximate # of students living along route proposed for improvement
- Projected # of students that will walk/bike to school after the project
- Percentage of students eligible for free or reduced meals program

➤ Attach

- A. a map which shows: 1) the Student enrollment area, 2) the locations and limits of the proposed project improvements,
- B. the contact information/person, and a short statement of support and affirming that the school(s) benefited by this application is not on a school closure list combined with the signature of the school official.

**Trails (Recreational and Multi-Purpose Trails):** (Only trails projects should fill out this section.) Trails Projects constructing multi-purpose trails are generally eligible in the Active Transportation Program. (See the CTC guidelines for more information.) 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 better under this additional funding program. The federal requirements can be found at:

[http://www.fhwa.dot.gov/environment/recreational\\_trails/](http://www.fhwa.dot.gov/environment/recreational_trails/)

NOTE: Recreational Trails funded projects are the only ATP project type that Non-Profit agencies may apply for as an implementing agency. For Non-Profit’s to submit an application as the Implementing Agency, the project must be 100% eligible for Recreational Trails funding.

**Applicants intending to pursue “Recreational Trails Program funding” must submit the information noted below to the California Department of Parks and Recreation prior to the ATP application submissions deadline.** *(Note: The Department’s response does not have to be included in the application.)* The following information must be included in the submittal:

- ❖ Project Name, Project Scope, Location Map, Cost Estimate, & Photos

The submittal must be addressed to:

To: California Department of Parks and Recreation  
 Attention: Richard Rendón  
 Office of Grants and Local Services  
 1416 9<sup>th</sup> Street  
 Sacramento, CA 95814

- Click on the Trails (Multi-use and Recreational) box if your project is eligible for this funding. Do you feel a portion of your project is eligible for Recreational Trail funding-

- Select ‘Yes’ or ‘No’

- If Yes, estimate the total project cost that are eligible for Recreational Trail funding
- If Yes, estimate the % of the total project costs that serve “transportation” uses?

## **APPLICATION PART 4: PROJECT DETAILS**

### **INFRASTRUCTURE TYPE:** (Only Intended for Infrastructure Projects)

For overall program management purposes, all infrastructure projects are being asked to quickly estimate the active transportation infrastructure improvements that are included in the project. The estimations must be consistent with the plan sheet and cost estimates included in the application. When quantifying the amount of Active Transportation improvements proposed by the project, do not double-count the improvements that benefit both Bicyclists and Pedestrians (i.e. new RRFB/Signal should only show as a Pedestrian or Bicycle Improvement).

Click on any that are applicable and fill in all the applicable quantities:

- Bicycle Improvements
- Pedestrian Improvements
- Multi-use Trail Improvements
- Vehicular-Roadway Traffic-Calming Improvements

### **RIGHT OF WAY (R/W) IMPACTS:** (Check all that apply)

- Project, including all work necessary to build the project, is 100% within the Implementing Agency’s R/W (or within their control at the time of this application submittal)
- Project will likely require R/W and/or easements from private owners or will require utility relocations from ‘non-public’ utility companies

Projects that will likely require R/W and/or easements from private owners or will require utility relocations from ‘non-public’ utility companies are reminded that the Federal R/W process involving private property takes and/or private utility relocations can often take 18 to 24 months; and that the project schedule is expected to reflect the necessary time to complete the federal R/W process.

- Project will likely require R/W easements, encroachment and/or approval involving Governmental, Environmental, or Railroad owner’s property
  - Attach a letter of support or neutrality for each separate agency. Combine all letters in one pdf attachment.

**For encroachments on the State right-of-way:** If the applicant’s project proposes improvements and/or construction easements within a freeway or state highway right-of-way, whether it affects the safety or operations of the facility or not, it is required that the proposed improvements be reviewed by the district traffic operations office and either a letter of support or acknowledgement from the traffic operations office be attached or the signature of the traffic manager be secured in the application. **The Caltrans letter and/or signature does not imply approval of the project**, but merely acknowledges that Caltrans District staff is aware of the proposed project, and that, upon initial review, the project appears to be acceptable.

- Maps (in their final form) clearly defining the proposed encroachments on state right-of-way must be available to the Caltrans District staff at the time of their review prior to the submittal of the application.

**For encroachments on other agencies/railroad:** Applicants are expected to follow a similar process to that for “State right-of-way” listed above.

## **APPLICATION PART 5: PROJECT SCHEDULE**

### **PROJECT STATUS and EXPECTED DELIVERY SCHEDULE:**

This section of the application documents the current delivery phase of a project and the applicant’s proposed schedule for the project, including proposed CTC allocation dates.

The agency is responsible for including all standard project delivery timeframes for the development and completion of the project, including but not limited to: Program Supplemental Agreement, CTC Allocations, FHWA E76 Approvals, and Caltrans processing of delivery documentation and approvals, consultant selection, environmental studies, right-of-way coordination & certification. Agencies not familiar with the federal and state delivery requirements are strongly encouraged to review the appropriate chapters of the Local Assistance Procedures Manual (LAPM) at <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm> and contact their Caltrans DLAE for assistance.

**When completing the expected delivery schedule remember the following special instructions:**

- Per CTC Guidelines, all project applications must be submitted with the expectation of receiving federal funding. Therefore, the project schedules has 2 months built in to account for the extra time needed for federal project delivery requirements and approvals between each CTC allocation and FHWA Authorization. It is the applicant’s responsibility to ensure their schedule properly accounts for other federally required items, including: federal contracting requirements; federal environmental requirements (NEPA); and federal right-of-way condemnation process.
- If the “Implementing Agency” designated in the beginning of this application does not have an existing federal Master Agreement (MA) with Caltrans, this schedule must include the additional 9 to 12 months needed to execute the MA prior to their first CTC allocation.
- All Infrastructure projects require an environmental certification and Right-of-way certification. The efforts may be minimal and ATP funding may not be requested for this phase of work, but the time and milestone need to be accounted for in the schedule.

- All CTC Allocation dates need to fall within the available ATP programming years for this call for projects, which are: 19/20 and 20/21, i.e. July 1, 2019 through June 30, 2021.

Based on the “Project Type” selected earlier in the application, the standard project Milestones/Phases will appear and the applicants are expected to provide the past or expected schedule information. (I.e. NI and Plan projects will only see NI/Plan Construction Phase) For all project phases, applicants are expected to address the following:

Will **Cycle 3** ATP funds be used in this phase of the project?

- Select: ‘Yes’ or ‘No’

If ‘Yes’ is selected, enter the Proposed Date of the CTC allocation.

The application form has date-constraints based on the funding years for Cycle 3 and ties to prior delivery phases. (*i.e.* A PA&ED allocation cannot occur earlier than July 1, 2019)

If ‘Yes’ is selected, enter the Start Date for activities to be funded with the CTC allocation.

The application form has date-constraints that force this date to be after the estimated “Notice to Proceed with Federally Reimbursable ATP Work”

If ‘No’ is selected, enter the Start Date for activities to be funded with non-ATP funds.

The application form has no date-constraints for these start dates as they could have already happened prior to the application submittal or they could be happening after the completion of the Cycle 3 funded activities.

For ‘Yes’ and ‘No’: enter the time to complete the activities.

Applications showing the PA&ED, PS&E, and/or R/W phase already completed must attach key signature pages from the appropriate documents to prove all required approvals/deliverables are already complete. These documents must include project descriptions covering the full ATP project scope of work.

#### **Proposed Date for “Before” and “After” Counts** (As required by the CTC and Caltrans guidelines)

Enter the Expected Date for “Before” and “After” counts. These dates must be consistent with the project schedule shown in the application.

### **APPLICATION PART 6: PROJECT FUNDING**

Per the ATP Guidelines, the minimum request for ATP funds is \$250,000. This minimum does not apply to non-infrastructure projects, Safe Routes to Schools projects, Recreational Trail projects, or Plans.

Funding amounts in these sections of the application are expected to be for all phases of the project and are to be shown in thousands of dollars.

For infrastructure projects, the applicant must ensure they are following the LAPM relating to the maximum Preliminary Engineering and Construction Engineering levels in relation to the total construction costs (25% and 15% respectively).

The applicant **MUST** complete the Engineer’s Estimate (Attachment F) prior to filling in the funding table. The information highlighted in yellow will be needed to fill in the Project Funding table.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
46	Construction Item Contingencies (% of Construction Items):					10.00%	\$71,650		\$70,182		\$1,468					
47	Total (Construction Items & Contingencies) cost:						\$788,150		\$772,006		\$16,144					
49	<b>Project Delivery Costs:</b>															
50	Type of Project Cost					Cost \$										
51	Preliminary Engineering (PE)								ATP Eligible Costs		Non-participating Costs					
52	Environmental Studies and Permits(PA&E):					\$	50,000		\$48,976		\$1,024					
53	Plans, Specifications and Estimates (PS&E):					\$	100,000		\$97,952		\$2,048					"PE" costs / "CON" costs
54	Total PE:					\$	150,000		\$146,928		\$3,072					19% 25% Max
56	Right of Way (RW)															
57	Right of Way Engineering:					\$	10,000		\$9,795		\$205					
58	Acquisitions and Utilities:					\$										
59	Total RW:					\$	10,000		\$9,795		\$205					
61	Construction Engineering (CE)															"CE" costs / "CON" costs
62	Construction Engineering (CE):					\$	105,000		\$102,849		\$2,151					13% 15% Max
64	Total Project Delivery:					\$	265,000		\$259,572		\$5,428					
66	Total Construction Costs:					\$	893,150		\$874,856		\$18,294					
67	Total Project Cost:					\$	1,053,150		\$1,031,579		\$21,571					

### Application Part 6: Project Funding (1,000s)

Project Phase	Total Project Costs	Total ATP Funding	ATP Allocation Year *	Total Non-ATP Funding **	Non-Participating Funding	"Prior" ATP Funding	Leveraging Funding	Matching Funding *** (for federal \$)	Future Local Identified Funding
PA&E	50	43	19/20	7	1	-	6	5.7	-
PS&E	100	86	19/20	14	2	-	12	11.47	-
R/W	10	10	19/20	-	-	-	-	-	-
CON	893	773	20/21	120	18	-	102	-	-
NI-CON	50	44	19/20	6	-	-	6	5.7	-
<b>TOTAL</b>	<b>1,103</b>	<b>956</b>		<b>147</b>	<b>21</b>	<b>-</b>	<b>126</b>	<b>22.87</b>	<b>-</b>

Based on the “Project Type” selected earlier in the application, applicants will be expected to enter project funding information for each of the standard project delivery phases associated with the selected Project Type. For each project phases, applicants are expected to address the following: (Note: All funding information is entered in \$1,000s)

**Total Project Costs:** This must represent the total funding required to complete all activities and improvements of all phases of the project. This amount is expected to include all funding types connected to the project which are required to deliver the project as presented in the application.

**Total ATP Funding:** Applicants are required to document the ATP **Cycle 3** funding needed for each phase of their project.

**Total Non-ATP Funding:** The application form automatically calculates this value. For each phase, applicants must enter all the various types of non-ATP Cycle 3 funding, which must equal the value automatically calculated for Non-ATP funding.

**Non-participating Funding for ATP:** These are local funds required to complete the ineligible elements of the overall project – as defined in Caltrans ATP guidelines.

**“Prior” ATP Funding:** These are ATP funds that have been previously been awarded to the project during previous ATP funding cycles. This funding must not be mixed with the ATP funding being requested for Cycle 3.

**Local funds leveraging (and potentially matching) the ATP funds:** Per CTC Guidelines, local matching funds are not required for any ATP Cycle 3 projects, but local leveraging funds are strongly encouraged. For local funding to be considered leveraging, it must be for ATP eligible activities and costs. (i.e. Local funding going towards the costs of decorative landscaping over the maximum % set by the Caltrans ATP guidelines cannot be considered leveraging funds) For each federally funded project delivery phase, if the leveraging funds equal 11.47% or more of the ATP funds for that phase, then the leveraging funding can also be shown as a potential match for the federal ATP funding. If the proposed leveraging funds for the phase are less than 11.47%, no matching funding can be shown. When CTC, Caltrans and/or MPOs program the projects, federal funded phases with no local match shown will utilize toll credits, state funds, and/or another mechanism to do cover the federal match requirement.

**Future Local identified Funding:** Applicants must identify and include all funding necessary to fully construct the entire project presented in the application. If funding for the Construction Phase (and any others as appropriate) is not known at the time of the application submittal, the applicant must show these future costs/funds as “Future Local Identified Funding”. Applicants can apply for ATP funding in the future, but they must have an alternative funding sources available if they are not successful in future ATP funding cycles.

#### **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. This section of the application provides the applicant the opportunity to explain why they believe their project (if funded) requires a specific type(s) of ATP funding or document why they believe their project is a good candidate to receive a specific type of funding.

All applicants requesting State Only Funding must attach an “Exhibit 22-f.” Exhibit 22-f can be found on the Caltrans ATP website with the application attachments for Cycle 3.

All applicants requesting special funding must briefly explain their reason(s) in 250 characters or less. If they feel a longer explanation is needed, they can attach their explanation.

#### **ATP Project Programming Request (PPR):**

The application form automatically generates the project’s PPR based on the Project Schedule, Project Funding, and General Project information provided in the application. The PPR is not complete until the applicant enters in the Non-ATP funding information on the second page of the PPR.

Applicants must review all the information shown in the PPR and confirm that it matches their expectations and commitment for the project. Once the project is programmed with ATP funding, the project phases with ATP funding will not be awarded additional ATP funding in the future and the implementing agency will be expected to fund all cost increases with non-ATP funding.



## **APPLICATION PART 7: APPLICATION QUESTIONS**

### **GENERAL GUIDANCE FOR PART 7 – Screening Criteria and Application Scoring Questions:**

It is the applicant's responsibility to ensure all information included in each part of the application is fully consistent with the corresponding sections in the other parts. Failure to provide consistent data may result in a lower score/ranking, a lower level of ATP funding, or disqualification.

Applicants are expected to give special attention to the following overall instructions and guidance as they complete this Part of the application:

1. Applicants are encouraged to answer the questions as concisely as possible.
2. Combined Infrastructure (I) and Non-Infrastructure (NI) projects: For I projects with NI components, the answers to each of the questions/sub-questions should clearly document the I & NI components of the projects.
3. If applicants desire to provide additional supporting maps, photographs, and excerpts from relevant documents/reports in the appropriate Part 8 attachment as needed. Each attachment should be clearly referenced in the narrative answers. Full copies of supporting documents and reports should not be included. Provide only the relevant page(s) of larger documents and highlight/underline the applicable information.
4. Applicants shall ensure their representation of their proposed project's purpose, goals, improvements, and/or impacts are reasonable and probable.
5. The answers to the Narrative Questions must be consistent with and fully support the project's scope, cost, and schedule as shown project plans, estimate and PPR.

### **SCREENING CRITERIA**

The California Transportation Commission – Guidelines for the Active Transportation Program require applications to meet certain screening criteria. These criteria and corresponding questions are presented in this section of the application and must be completed by the applicant. Failure to answer these criteria/questions may result in the application being disqualified.

**In addition to the screening criteria defined in the CTC guidelines, Caltrans will also be screening the applications to ensure they have fully-eligible scopes of work, are deliverable and constructible, and are consistent with the CTC and Caltrans Guidelines.** Where inconsistencies are found, Caltrans will document and make recommendations to the CTC relating to the removal of ineligible project costs or projects (the goal is for the removal to occur prior to final selection and programming of the Statewide and SU&R ATP projects.) In addition, Caltrans will present their recommendations to the corresponding MPO for their consideration and action prior to their selection and programming of their projects.

At a minimum, the following application elements are expected to be confirmed by Caltrans:

- All applications submitted must follow the CTC Guidelines and must be completed using the latest version of the Caltrans ATP application, the application instructions, and Chapter 22 of the Local Assistance Program Guidelines. All applications must include all required attachments and signatures as required by these guidance documents.
- Applications must demonstrate that the primary purpose of the project matches the defined purpose of the Active Transportation Program of "encouraging increased use of active modes of transportation, such as biking and walking." Applications that appear to have a primary focus on vehicular capacity increases, vehicular operational improvements, urban forestry, or environmental mitigation will be identified.

- The scope of work shown in the application must be eligible and be constructible per accepted design standards.
- A Civil Engineer must sign and stamp the application for all infrastructure projects and the application must be at a PSR-equivalent level. See the CTC’s PSR-equivalent requirements and Attachment B for more details.
- NI Applications must demonstrate they meet the NI eligibility guidelines. See additional instructions under Form 22-R NI Workplan. See Attachment H.
- Plan Applications must demonstrate they meet the PLAN eligibility guidelines. See additional instructions under Form 22-PLAN Plan Detail-Estimate.

**APPLICATION QUESTIONS**

The California Transportation Commission (CTC) – Guidelines for the Active Transportation Program establish general topic/questions and corresponding scores. These questions and sub-questions are presented in this section of the application and must be completed by the applicant.

**The general scoring information and instructions for each of these questions will be made available to applicants in a separate document prepared by the CTC.**

**The following instructions outline how to properly enter data into a few of the application questions. These instructions are intended to clarify various data entry needs or expectations.**

**QUESTION 1- DISADVANTAGED COMMUNITIES**

**B. Identification of Disadvantaged Community (0 points)**

Select the option that best shows the community’s disadvantaged status.

- **Median Household income (MHI)**- MHI less than \$49,191 is disadvantaged
- **CalEnviroScreen**- CalEnviroScreen score greater than 36.62 is disadvantaged
- **Free or Reduced Priced School Meals (FRPM)**- At least 75% of public school students in the project area are eligible to receive FRPM, to be considered disadvantaged.
- **Other**

If **Median Household income** is selected the following table will pop-up:

Census Tract/Block Group/Place #	Population	MHI
		+

Instructions for determining the Census Tract/Block Group/Place # can be found on the ATP webpage: <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-3.html>.

- MHI information **must be shown** for each of the census areas that the project is located in and also any tracts that the application claims benefits from the project.
- To add additional rows to the table click on the ‘+’ at the end of the MHI column

If **CalEnviroScreen** is selected the following table will pop-up:

Census Tract/Block Group/Place #	Population	CalEnviroScreen Score %
		+

Instructions for determining the Census Tract/Block Group/Place # can be found on the ATP webpage: <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-3.html>.

The CalEnviroScreen score information can be found in the SB535 list of Disadvantaged Communities at: <http://www.calepa.ca.gov/EnvJustice/GHGInvest/>

- CalEnviroScreen information **must be shown** for each of the census areas that the project is located in and also any tracts that the application claims benefits from the project.
- To add additional rows to the table click on the '+' at the end of the CalEnviroScreen column

If **FRPM** are selected the following table will pop-up:

School Name	School Enrollment	% of Students Eligible for FRPM

The **FRPM** option can only be used if Safe Routes to School was selected in application Part 3 Project Sub-Type. This table is auto populated from the information entered in Part 3 Project Sub-Type

Total student enrollment:	600
Total # of students that currently walk or bike to school:	200
Approximate # of students living along route proposed for improvement:	75
Projected # of students that will walk/bike to school after the project:	250
Percentage of students eligible for free or reduced meal programs**	88 %

School Name	School Enrollment	% of Students Eligible for FRPM
Test 1 Middle School	600	88

### **QUESTION 2- POTENTIAL FOR INCREASING WALKING AND BICYCLING . . .**

The **Safe Routes to School projects and Programs** table is auto populated from application Part 3 Project Sub-Type. Please see the example in Question 1.

**Safe Routes to School projects and programs:** The following information related to the Safe Routes to School Projects data was already entered in part 3 of the application.

School	Total Student Enrollment	Aprox. # of Students Living Along School Route Proposed	# of Students Currently Walking/Biking to School	Projected # of Students that will walk/bike after project	Net projected Change in Students walking/biking
					0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### **QUESTION 3- REDUCING PEDESTRIAN AND BICYCLIST FATALITIES AND INJURIES**

1A. All applicants must fill out the Crash Data Table, even if the values are zero.

The application shall only include data for events that the project can reasonably expect to mitigate.

**QUESTION 7- LEVERAGING OF NON-ATP FUNDS**

The leveraging and matching amounts shown on this page are auto filled from Part 6 “Project Funding” of the application.

Points received for leveraging funding will not be shown in the application. Points will be determined from the scoring rubrics.

**QUESTION 8- USE OF CORPS**

Tribal Corps coordination is only applicable if the Implementing Agency is a Tribal Government. Tribes that do not have a Corps must still coordinate with the CCC and CalCC.

**QUESTION 9- APPLICANT’S PERFORMANCE OF PART ATP FUNDED PROJECTS**

Applicants are not expected to provide any information relating to this application question. It is included in the application as a reminder to applicants that this process will be conducted separately by Caltrans during the application review and selection process.

**APPLICATION PART 8: ATTACHMENTS**

The attachment names and order must be maintained for all applications as shows in Part 8 of the Application form and in these instructions. Depending on the Project Type (I, NI or Plans) some attachments will be intentionally left blank.

Many of the required attachments in Part 8 must follow Caltrans’ documents and formats. These include, but may not be limited to: The Signature Page, Engineer’s Checklist, Engineer’s Estimate, and NI Workplan (Form 22-R). These forms/documents can be found on the ATP website at: <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-3.html>

Page numbers are not required for attachments; but either page numbers or the attachment letter should be provided in the footer of all attachments. For convenience, clear hand-written numbers/letters are acceptable.

If an attachment is not “required” and it is more than 10 pages, do not attach it to the application. Make it available via a link, place it on the electronic submittal, or place only the relevant pages (10 maximum) in the application attachment.

The maps, photographs and other detailed exhibits must be in color and/or a high enough resolution to clearly depict all relevant information.

**ATTACHMENT A: APPLICATION SIGNATURE PAGE**

Applicants must use Caltrans template at <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-3.html>

Per the CTC Guidelines: “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.”

Some applications will require multiple approving signatures prior to submittal of the application to Caltrans. Read each signature statement carefully and obtain all required signatures for your project

application. ***Failure to obtain signatures from all required parties prior to application submittal to Caltrans will cause your application to be rejected as incomplete.***

**For all Projects:** The Chief Executive Officer, Public Works Director, or other officer authorized by the governing board for the Implementing agency must affirm that they are authorized by their governing board with the authority to commit the agency's resources and funds and that the statements contained in this application package are true and complete to the best of their knowledge.

**For Infrastructure Projects:** For these projects, the agency officer signing the application must also affirm that they are the manager of the public right-of-way facilities (responsible for their maintenance and operation) or they have authority over this position.

**For projects where the Implementing Agency will not be the agency responsible for operation of maintenance of the proposed project improvements:** For these projects, the agency officer signing the application must affirm that their agency is committed to partner with the "Implementing Agency" and agrees to assume the responsibility for the ongoing operations and maintenance of the facility upon completion by the implementing agency and they intend to document such agreement per the CTC guidelines. The undersigned also affirms that they are the Chief Executive Officer or other officer authorized by their governing board with the authority to commit the agency's resources and funds. They are also affirming that the statements contained in this application package are true and complete to the best of their knowledge.

**Encroachments on the State right-of-way:** If the application's project proposes improvements within a freeway or state highway right-of-way, whether it affects the safety or operations of the facility or not, it is required that the proposed improvements be reviewed by the district traffic operations office and either a letter of support/acknowledgement from the traffic operations office be attached or the signature of the traffic manager be secured in the application. The Caltrans letter and/or signature does not imply approval of the project, but instead only acknowledges that Caltrans District staff is aware of the proposed project, and, upon initial review, the project appears to be acceptable.

#### **ATTACHMENT B: ENGINEERS CHECKLIST FOR INFRASTRUCTURE PROJECTS (only)**

Applicants must use Caltrans template at <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-2.html>.

The Engineer's Checklist is to be used by the engineer in "responsible charge" of the preparation of this ATP application to ensure all of the primary elements of the application are included as necessary to meet the CTC's requirements for a PSR-Equivalent document (per CTC's ATP Guidelines and CTC's Adoption of PSR Guidelines - Resolution G-99-33) and to ensure the application is free of critical errors and omissions; allowing the application to be accurately ranked in the statewide ATP selection process. Resolution G-99-33 is available at the following link:

<http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/acrobat/LAPG23J.pdf>

#### **ATTACHMENT C: PROJECT LOCATION MAP**

The application reviewers and the Program Managers must be able to quickly pinpoint the project's location in the California and local community. This map needs to show where the project is located within the agency's overall jurisdiction. At a minimum, it needs to include/show:

- North Arrow
- Label all relevant street names and highway route numbers
- Project location in relationship to the applicants overall jurisdictional boundary.

**ATTACHMENT D: Project Map/Plans showing existing and proposed conditions**

Preliminary Plans or scaled aerial maps are required for all Infrastructure projects. These plans/maps need to show the limits of the proposed improvements and sufficient detail to show that the proposed improvements are technically feasible using generally accepted design standards.

The application reviewers must be able to confirm whether the proposed improvements fall within the Implementing Agency's existing right-of-way or if they require new right-of-way acquisition. If the project encroaches on Caltrans', Railroad, or other agencies' right-of-way, include a copy of an email or letter of support from the owner.

As part of a PSR-Equivalent document, these maps/plans are not intended to represent 60% plans or final plans, but at a minimum they need to include the following:

- North Arrow and Scale
- High resolution and/or color - as needed to convey project details
- Layout sheet(s) or scaled aerial photo(s) depicting the complete length of the project & improvements. The scale must allow for a visual depiction of all of the primary project elements, including their intended final widths.
- Typical cross-section(s) showing changes to vehicular lane widths, active transportation facilities widths, right-of-way widths, new facilities, etc. These cross sections must be to scale and must include each of the controlling locations.
- Label relevant street names and highway route numbers.
- Label right-of-way lines – as appropriate. At the PSR-Equivalent level, these lines can be approximated on aerial photos by physical features. Projects that have no reasonable expectation of encroaching past the implementing agency's right-of-way do not need to show these lines.
- Plans/maps should be no larger than 11" x 17", and must be folded to 8 ½" x 11"
- Final Plans (Title, Layout Plans, Cross-sections and only other sheets as needed to document the general scope of the project) are ONLY expected for projects being presented in the application as "Shovel Ready."

'Non-Infrastructure' and 'Plan' applications are not required to attach engineering maps/plans. However, if they propose education, enforcement or other programs on specific corridors or locations, these locations should be identified on maps.

**ATTACHMENT E: PHOTOS OF EXISTING CONDITIONS**

All applications must include pictures showing the existing conditions, including a general representation of the project area, safety issues, barriers, public outreach, etc. that are identified in the narrative answers. Applicants are encouraged to insert photos in the appropriate narrative answers. Extra photos can be included in this attachment.

At a minimum, the overall application photos need to include:

- one or more photos of the existing project location(s)
- one or more photos for each of the major types of existing safety, barriers or other active transportation related issues within the project limits and presented in the application.
- high resolution and/or color - as needed to convey project details
- Label all photos with details on the specific locations/hazards/needs being depicted

Non-Infrastructure and Plan project photos are not required and are only recommended to be included as they relate to the project elements, activities and deliverables as presented in the narrative questions.

#### **ATTACHMENT F: PROJECT ESTIMATE**

Project estimates are required for ALL projects and must define the project's overall costs. The project estimate must allow application evaluators to easily review how the total costs are split, including but not limited to: project delivery (soft) cost, construction cost, eligible item costs, and ineligible costs (non-participating).

The required type and format for project estimates vary based on the project type, as follows:

##### **Infrastructure Projects:**

Applicants **must** use Caltrans' cost estimate template for estimating the cost of construction items and the overall project costs. If they chose to use another form(s) to estimate these costs, they must ensure they convey the same level of detail and overall scope of information. The Caltrans' template can be found at: <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-3.html>

Instructions for completing the estimate, including the details required for ATP applications, are included in the Caltrans template.

The detailed Engineer's Estimate must meet the following expectations:

- Identify all items that the ATP will be funding; broken down by bid items and unit cost. *Lump Sum may only be used per industry standards.*
- Construction contingency can be used - as appropriate at the level expected for a PSR-Equivalent.
- Estimate must be true and accurate – as appropriate at the level expected for a PSR-Equivalent.
- If appropriate, designate which items (or percentage of items) the applicant expects to be completed by the Corps. This information must be consistent with the applicant's answers to Narrative Question number 8.
- Designate any non-participating items (or percentage of items) that are being included on the project.

##### **Non-Infrastructure Projects:**

Attachment ~~G-F~~ is not required for NI projects. See Attachment ~~H-G~~ for NI projects.

##### **Plans:**

Attachment ~~G-F~~ is not required for PLAN projects. See Attachment ~~H-G~~ for ~~NI and~~ PLAN projects.

#### **ATTACHMENT G: NON-INFRASTRUCTURE WORK PLAN (22-R FORM)**

##### **Non-Infrastructure Projects:**

Applicants must refer to eligibility guidelines "Active Transportation Program Eligible Non-Infrastructure (NI) Activities" found at <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-3.html>. This NI Work Plan is a critical element of NI applications as it defines the scope, cost and schedule, and deliverables. The program details in the NI Work Plans allow applications to be

considered PSR Equivalents and define the scope deliverables the agency is committing to if their application receives funded.

**Plans:**

For Plan projects, applications must provide an estimate with a cost breakdown for the major elements of the work necessary to complete the “Plan” as required in the CTC Guidelines and as defined in this application. Applicants must use Caltrans’ Plan Cost Estimate template for estimating the cost of the overall Plan project found at <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-3.html>. *(If desired, applicants can also attached their own estimate in an alternative format.)* The estimate must define the scope, cost and deliverables the agency is committing to complete if their application receives funded. This is needed to meet the CTC’s expectation that ATP applications are to be considered PSR Equivalents.

**ATTACHMENT H: LETTERS OF SUPPORT**

ONLY LETTERS OF SUPPORT ATTACHED TO THE APPLICATION WILL BE CONSIDERED. Letters of support must **not** be mailed directly to Caltrans or the CTC. Maximum to 10 Letters of Support.

All projects are encouraged to provide letters of support. See Narrative Question #3 for more details.

**ATTACHMENT I: EXHIBIT 22-F STATE FUNDING**

Applicants requesting special funding that want to provide additional justification, over what is allowed in the form’s text box, have the opportunity to attach their explanation here and include a reference to this attachment in the box provided in form.

**ATTACHMENT J: ADDITIONAL ATTACHMENTS**

The following list represents some of the additional application attachments that are required, recommended, or optional, based on the type of project and its individual project elements.

- Additional School data: For projects impacting more than one school, appropriate school details for each school need to be attached. ***(Required when applicable)***
- Exhibit 22-F “Request for State-Only ATP Funding” ***(Required if State-only funds are being requested)***. The Commission will determine projects with State funds at time of program adoption. For those not designated state-only at time of program adoption, the department will have discretion in recommending allocation.
- If an entity other than the Implementing Agency is going to assume responsibility for the operation and maintenance of the facility, provide documentation of the partnering maintenance agreement. ***(Required when applicable)*** Must have at least a letter of intent attached to the application and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.
- Warrant studies: ***(Required when applicable)*** Required when the project includes an improvement that requires an engineering study to warrant the installation of certain traffic control devices (e.g. traffic signals). When applications include traffic control features like these, it is the applicants’ responsibility to ensure all requirements of the latest California



- MUTCD are met. Failure to include required warrants completed per California MUTCD will result in the project or project elements being disqualified.
- If applicable, portions of a plan or report that support the proposed project. i.e., illustrating barriers, safety concerns and other ATP project elements within the project limits. (Copy of cover page and pages with the relevant text highlighted/underlined).