

Transportation Technical Committee

**Date: Friday, April 10, 2020**  
**Time: 8:30 AM**  
**Place: COG Sequoia Conference Room**  
**2035 Tulare St., Suite 201, Fresno, CA**

**Americans with Disabilities Act (ADA) Accommodations**

The Fresno COG offices and restrooms are ADA accessible. Representatives or individuals with disabilities should contact Fresno COG at (559) 233-4148, at least 3 days in advance, to request auxiliary aids and/or translation services necessary to participate in the public meeting / public hearing. If Fresno COG is unable to accommodate an auxiliary aid or translation request for a public hearing, after receiving proper notice, the hearing will be continued on a specified date when accommodations are available.

**OUT OF AN ABUNDANCE OF CAUTION REGARDING THE COVID-19 VIRUS THE APRIL 10, 2020, TRANSPORTATION TECHNICAL COMMITTEE (TTC) MEETINGS AT 8:30 A.M. WILL BE HELD VIA TELECONFERENCE.  
CALL-IN INFORMATION:**

**TELECONFERENCE PHONE NUMBER: (888) 398-2342**

**PARTICIPANT CODE: 740166**

**TRANSPORTATION TECHNICAL COMMITTEE**

The Transportation Technical Committee will consider all items on the agenda. The meeting is scheduled to begin at 8:30 a.m.

**TTC agenda and annotated agenda in PDF format - ALL EXHIBITS ARE AVAILABLE ON WEBSITE**

**I. TRANSPORTATION CONSENT ITEMS**

**About Consent Items:**

All items on the consent agenda are considered to be routine and non-controversial by COG staff and will be approved by one motion if no member of the Committee or public wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Committee concerning the item before action is taken.

- A. **Executive Minutes of February 14, 2020 [APPROVE]**
- B. **City of Huron Transportation Development Act Claim (Les Beshears) [APPROVE]**
- C. **RTP Community Mini Grant deadline extended to April 15, 2020 (Brenda Veenendaal) [INFORMATION]**
- D. **Circuit Planner and Engineer - Update on Current Tasks (Braden Duran) [INFORMATION]**
- E. **2020 Unmet Transit Needs: Public Hearing Announcement (Todd Sobrado) [INFORMATION]**
- F. **FCOG Electric Vehicle Readiness Plan Project Update (Trai Her-Cole) [INFORMATION]**

## II. TRANSPORTATION ACTION/DISCUSSION ITEMS

- A. Fresno County Transportation Network Vulnerability Assessment Final Report (Kristine Cai)  
[ACCEPT]
- B. 2021 Regional Active Transportation Program (ATP) Cycle 5 Guidelines, Resolution 2020-11 (Jennifer Soliz) [APPROVE]
- C. Release of Measure C New Technology Reserve Program 2018 Grant Application (Peggy Arnest)  
[INFORMATION]

## III. OTHER ITEMS

- A. Items from Staff
- B. Items from Members

## IV. PUBLIC PRESENTATIONS

- A. Public Presentations

This portion of the meeting is reserved for persons wishing to address the Committee on items within its jurisdiction but not on this agenda. **Note: Prior to action by the Committee on any item on this agenda, the public may comment on that item. Unscheduled comments may be limited to 3 minutes.**

## JOINT Transportation Technical/Policy Advisory Committee

- A. Caltrans Report (Caltrans) [INFORMATION]

**Transportation Technical Committee**

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**Exhibits:**

 [Agenda](#)  [Annotated Agenda](#)  [Packet](#)

**I. TRANSPORTATION CONSENT ITEMS**

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**A. Executive Minutes of February 14, 2020 [APPROVE]**

**Exhibits:**

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 [March Minutes](#)

**B. City of Huron Transportation Development Act Claim (Les Beshears) [APPROVE]**

**Exhibits:**

 [Huron TDA Claim](#)  [Resolution 2020-10](#)

Approve Resolution 2020-10, adopting the City of Huron's 2019-20 Transportation Development Act claims totaling \$345,483.

C. **RTP Community Mini Grant deadline extended to April 15, 2020 (Brenda Veenendaal)**  
**[INFORMATION]**

**Summary:** Fresno COG is seeking assistance from community organizations, schools, agencies and businesses to solicit ongoing public input into key activities associated with the 2022 Regional Transportation Plan (RTP) and the Sustainable Communities Strategy scenarios within it. COG will provide mini-grants ranging from \$1,500 – \$2,500 each to organizations from throughout the county that have existing community contacts. Successful applicants will reach out to residents of the Fresno County region, include them in the RTP and SCS transportation planning process via workshop and online participation, and obtain defined input regarding their perceived community transportation needs. The original deadline for proposal submission was noon on March 26, 2020. **The deadline has now been extended to noon on April 15, 2020.**

**RTP COMMUNITY OUTREACH MINI GRANT APPLICATION**

**Action:** Information. The Committee may provide additional direction at its discretion.

D. **Circuit Planner and Engineer - Update on Current Tasks (Braden Duran)** **[INFORMATION]**

**Summary:** This is an update on those tasks underway through Fresno COG's Circuit Planner and Engineer Program, which provides technical assistance to the small cities in Fresno County. Such assistance may include, but is not limited to: planning studies, delivering projects, grant applications, environmental documents, engineering services, etc.

**Circuit Planning & Engineering**

- Reedley Manning/Buttonwillow master plan assistance – VSCE has prepared a draft site plan for the project site and with Rincon are developing draft concepts for discussion with City staff.
- Consultants are reaching out to additional cities on potential projects previously identified.

**Circuit Planning**

- Coalinga – Rincon completed the request for proposals for Coalinga Trails CEQA/NEPA analysis and the City will be releasing the RFP in April.
- Sanger zoning review – Collins & Schoettler have completed Sanger's zoning review and are completing the draft report.

**Circuit Engineering**

Conducting the active transportation counts listed below have been put on hold during the COVID-19 pandemic. The cities have requested this as the traffic counts will not reflect normal conditions during this time.

- Fowler – VSCE is developing a plan for conducting Active Transportation Program (bike/ped) counts
- Mendota - VSCE is developing a plan for conducting Active Transportation Program (bike/ped) counts
- Firebaugh – VSCE continues to coordinate with staff on potential projects.

**Action:** Information. The Committee may provide additional direction at its discretion.

E. **2020 Unmet Transit Needs: Public Hearing Announcement (Todd Sobrado)** **[INFORMATION]**

**Summary:** The 2020 Unmet Transit Needs Assessment public hearing will be held on April 30, 2020, at the regularly scheduled Fresno COG Policy Board meeting. The hearing is being held for staff and

the transit agencies to address any public comments received prior to the Fresno COG Policy Board taking action on the report in June.

**Action:** Information only. The Committee may provide additional direction at its discretion.

#### F. **FCOG Electric Vehicle Readiness Plan Project Update (Trai Her-Cole)** **[INFORMATION]**

Fresno COG was awarded a Caltrans Planning Grant for an electric vehicle readiness plan to support electric vehicle implementation within Fresno County. Using stakeholder engagement and data-driven analysis of electric vehicle forecasting as the foundation, the plan will include information about permitting, funding, and potential siting locations. The project update below provides a status of the project tasks to date.

The consultant has identified existing conditions impacting the EV market and EV charging, including current levels of uptake and key influencing factors. This will serve as the baseline data to develop a customized EV forecast specific to Fresno COG through 2030 and accounts for a number of factors, including return-on-investment and model availability. Analysis continues for prioritizing sites using an optimization framework accounting for density, vulnerability, equity, stakeholder input, and other factors. The consultant team has analyzed electrification on transit fleets, including an initial outlook at the current and planned electrification needs for FCRTA, FAX and Clovis Transit. The analysis will consider transit fleet needs to convert bus fleets to 100 percent electric under multiple scenarios, including maximum demand and cost implications of conversion.

Fresno COG, FCRTA and AECOM continue to hold stakeholder engagement meetings as identified in the Public Outreach Plan. This effort provides opportunities for stakeholders to voice concerns, contribute to baseline understanding, and leverage partnerships. To date, a series of focus groups and one-on-one meetings have been held with SJVAPCD, auto industry providers and retailers, school districts and higher education institutions, several community based organizations and vanpool providers. Below are preliminary findings from the stakeholder engagement to date.

- Many stakeholders represent disadvantaged communities, and their direct and immediate priorities are not necessarily electrification of necessary services; therefore the co-benefits of meeting targets have to be communicated effectively
- Stakeholders often find support for obtaining an electric vehicle or a charger, but not for maintenance or long-term costs that they may incur
- Most stakeholders are not tracking metrics, existing infrastructure use or planned infrastructure
- Renting can be a barrier to installing a home charger, a common prerequisite for buying a PEV in the absence of public charging options
- Determining effective siting criteria will rely on considering the barriers for disadvantaged communities
- Advance planning for PEV charging infrastructure is critical as many of the available funding opportunities are granted on a first-come/first-served basis

A complete summary memo of the stakeholder engagement findings and an existing conditions report will be available in the upcoming agendas. Contact Trai Her-Cole at [traih@fresnocog.org](mailto:traih@fresnocog.org) for more information.

**Action:** Information only. The Committee may provide additional direction at its discretion.

## II. **TRANSPORTATION ACTION/DISCUSSION ITEMS**

### A. **Fresno County Transportation Network Vulnerability Assessment Final Report (Kristine Cai)** **[ACCEPT]**

**Summary:** Fresno COG received grant funding from Caltrans under the Senate Bill (SB) 1 Adaptation Planning Grants Program to conduct a Transportation Network Vulnerability Assessment (TNVA) for Fresno County. The TNVA aimed to assist Fresno COG and its member agencies in understanding and adapting to the potential impacts of climate change on the region's transportation infrastructure. The study's major work products included a public outreach plan and synopsis, a vulnerability assessment

report, and an adaptation strategies report.

The TNVA found that much of the Fresno region's transportation system and its users are likely to be affected by changing climate conditions. Primary climate-related hazards affecting transportation include: flooding, wildfire, extreme temperatures, and precipitation-induced landslides.

One of the analysis' major components was a risk indicator scoring process that combined relevant data on climate hazards and assets into vulnerability scores representing the relative risks facing different assets. This systemwide process helps identify the most vulnerable assets, which should be assessed at the project level.

The TNVA also identified potential adaptation strategies that can be implemented around the county to prepare for climate change impacts. The resulting list of strategies is intended to act as a menu of various response options, which Fresno COG and its stakeholders can pull from as needed. There are a wide range of responses to consider, including changes to planning, policy, design, operations, and maintenance.






This information can inform the next Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) update and also help local jurisdictions meet the SB 379 requirements, which mandate that all cities and counties address climate adaptation and resiliency strategies in the next revision of their general plans' safety elements.

The draft final report is available at: [https://www.fresnocog.org/wp-content/uploads/2017/06/FCOG-DRAFT-Final-Report\\_200331\\_wAppendices.pdf](https://www.fresnocog.org/wp-content/uploads/2017/06/FCOG-DRAFT-Final-Report_200331_wAppendices.pdf).

**Action:** Staff requests that TTC/PAC recommend that the Policy Board accept the Fresno County Transportation Network Vulnerability Assessment Final Report. The Committee may provide additional direction at its discretion.

**B. 2021 Regional Active Transportation Program (ATP) Cycle 5 Guidelines, Resolution 2020-11 (Jennifer Soliz), [APPROVE]**

**Exhibits:**

 Resolution 2020-11  II B. FINAL DRAFT FCOG 2021 Regional ATP Guidelines  
(Tracked\_Changes\_Shown)  II B. FINAL DRAFT FCOG 2021 Regional ATP Guidelines  
(Tracked\_Changes\_Accepted)  Regional ATP Cycle 5 Fund Estimates  MAG Members

**Summary:** The State established the Active Transportation Program (ATP) in September 2013. ATP funding is distributed as follows:

- Fifty percent to the State for a statewide competitive program (“Statewide Competitive ATP”);
- Ten percent to the small urban and rural area competitive program, managed by the State; and
- Forty percent to the large urbanized area competitive program, with funding distributed by population and managed by the Metropolitan Planning Organization (“Regional ATP”).

Fresno COG is responsible for developing guidelines for the regional ATP and for recommending projects to the California Transportation Commission. The Regional ATP Guidelines substantially follow those of the CTC but include some differences based on the region’s priorities. Fresno COG developed the guidelines in consultation with Fresno COG’s ATP Multidisciplinary Advisory Group (MAG), which includes representatives from Caltrans, other government agencies, and active transportation stakeholder organizations with expertise in public health and pedestrian and bicycle issues, including Safe Routes to School programs. The California Transportation Commission (CTC) is scheduled to approve the guidelines at its May meeting.

The California Transportation Commission (CTC) adopted final 2021 ATP Guidelines on March 25, 2020. There were changes at the statewide level from Cycle 4 to Cycle 5, including new and revised language in categories such as project/program amendments (scope changes), performance metrics, scoring criteria and timely use of funds. Considerable program changes include:

- Updated Disadvantaged Communities criteria to include a Healthy Places Index
- An updated project size threshold for small and medium infrastructure/non-infrastructure projects
- Eligible projects – quick-build project pilot program

The MAG agreed that the regional guidelines and criteria should match the adopted statewide guidelines as closely as possible. Only a few minor differences remain between the statewide guidelines and Fresno COG's regional guidelines. As in previous cycles, the MAG agreed to continue with no minimum funding award and to encourage funding awards of \$2 million or less per project. Fresno COG will hold a separate call for projects for the Regional ATP and have a regional scoring committee. Applicants may apply for either the State ATP program or Regional ATP program, or both. Fresno COG encourages all ATP projects to be submitted to the State ATP competitive program, although it is not required. Projects not selected for programming in the statewide competition must be considered in the regional competition.

The statewide competitive call for projects is now open, and applications will be due to Caltrans on June 15, 2020. Once CTC approves the Regional ATP Guidelines (May 15-16, 2020), the regional call for projects will open, with applications due August 14, 2020.

The MAG and staff recommend several changes that have been identified in the guidelines, shown in red. These changes are consistent with the statewide guidelines. Regional ATP documents are all included for review and approval and will be posted to [fresnocog.org](http://fresnocog.org). Enclosures for this item include:


- Resolution 2020-11
- Final Draft Regional ATP Guidelines (tracked changes shown)
- Final Draft Regional ATP Guidelines (tracked changes accepted)
- Fund estimate
- Multi-disciplinary Advisory Group List

The electronic ATP Cycle 5 applications and other guidance documents can be found at: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle5>. Please contact Jennifer Soliz via email at [JSoliz@fresnocog.org](mailto:JSoliz@fresnocog.org) or via phone at 559-233-4148 ext. 223 with any questions.

**Action:** Staff and the MAG request that TTC/PAC recommend the Policy Board approve Resolution 2020-11 adopting the Fresno COG Regional Competitive Active Transportation Program Guidelines and accept the Multidisciplinary Advisory Group list.

C. **Release of Measure C New Technology Reserve Program 2018 Grant Application (Peggy Arnest)**  
**[INFORMATION]**

**Exhibits:**

 New Tech Application

**Summary:** Fresno COG is seeking proposals from eligible public agencies for advanced transit and transportation projects that have the potential for broad benefits to Fresno County residents and will assist the region in meeting its air quality goals. Fresno COG and the Fresno County Transportation Authority (FCTA) are proposing to fund projects of regional significance in the areas of research, development, demonstration, and deployment that will advance public transit and transportation. This third cycle of the Measure "C" New Technology Reserve Program will make approximately **\$5.4 million** available for eligible new technology projects/programs. The 2020 application is attached to this item.

Timeline:

<b>ACTIVITY</b>	<b>DATE</b>
Request for Proposals released	April 10, 2020
Last day to submit requests for clarification	June 4, 2020
Deadline for electronic proposal submittal for agencies	
requesting to partner with Fresno COG	June 18, 2020

Deadline for proposal submittal	July 22, 2020
Scoring (Tentative)	July 27 - August 14, 2020
Potential interview date (tentative)	August 17 - 28, 2020
Policy Board approval (tentative)	September 24, 2020
FCTA Board approval (tentative)	October 28, 2020
Notice to proceed - subject to contract signing (tentative)	January 2021

In February 2016, the Policy Board approved a formal process to solicit and accept members to sit on a Multidisciplinary Advisory Group (MAG). The MAG will review, evaluate and score the New Tech applications and recommend projects for funding. Nominees are needed from the following: City of Fresno, City of Clovis, east side city, west side city, County of Fresno, Measure C Citizens Oversight Committee, FCTA, transit, business, education and two public seats. The MAG application will be released in the early summer. For more information regarding the Measure C New Technology program please visit <http://www.fresnocog.org/measure-c-new-technology-reserve-fund> and/or contact Peggy Arnest at [parnest@fresnocog.org](mailto:parnest@fresnocog.org).

**Action:** Information only. The Committee may provide additional direction at its discretion.

### III. OTHER ITEMS

- A. Items from Staff
  
- B. Items from Members

### IV. PUBLIC PRESENTATIONS

- A. Public Presentations

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### JOINT Transportation Technical/Policy Advisory Committee

- A. Caltrans Report (Caltrans) [INFORMATION]



**Transportation Technical Committee  
MINUTES  
Friday, March 13, 2020  
8:30 AM**

Meeting held via teleconference.

**Members Present via Teleconference:**

Greg Barfield, City of Fresno-FAX  
Marilu Morales, City of Reedley  
Mohammad Alimi, Fresno County  
Jamaica Gentry, Caltrans  
David Padilla, Caltrans  
Michael Osborne, City of Mendota/P&P  
Moses Stites, Fresno County Rural Transit Agency (In person)  
Debbie Hunsaker, Chamber of Commerce  
Nick Paladino, Fresno Cycling Club  
Ryan Burnett, City of Clovis  
Mohammad Khorsand, Fresno County  
Scott Mozier, City of Fresno  
Jennifer Clark, City of Fresno  
Mike Prandini, Building Industry Association  
Michael Osborne, City of Mendota  
Tony Boren, Fresno COG

The meeting was called to order at 8:41 a.m. by Mr. Barfield (FAX), Chair.

**I. TRANSPORTATION CONSENT ITEMS**

- A. Executive Minutes of February 14, 2020 [APPROVE]
- B. Second Quarterly Work Element and Financial Report (Les Beshears) [APPROVE]
- C. City of Fowler Transportation Development Act Claim (Les Beshears) [APPROVE]
- D. Fiscal Year 2019 Transit Productivity Evaluation Report (Jeff Long) [ACCEPT]
- E. Circuit Planner and Engineer - Update on Current Tasks (Braden Duran) [INFORMATION]
- F. California Air Resources Board Approval of AB617 South Central Fresno Community Emissions Reduction Plan (Braden Duran) [INFORMATION]
- G. Regional Transportation Plan Committee Applications and Community Outreach Mini Grant Application (Brenda Veenendaal) [INFORMATION]
  1. Fresno COG's Community Outreach Mini-Grant Program – Application released
  2. RTP Roundtable Participant Application
  3. Environmental Justice Subcommittee Participant Application

After an opportunity for public comment, Ms. Hunsaker (Chamber) motioned and Mr. Stites (FCRTA) seconded to approve the consent agenda as presented. The motion passed.

**II. TRANSPORTATION ACTION/DISCUSSION ITEMS**

**A. Fresno County Regional Transit On-Board Survey (Santosh Bhattarai) [APPROVE]**

Mr. Bhattarai (FCOG) reported that Fresno COG in partnership with Fresno Area Express (FAX), Clovis Transit, and Fresno County Rural Transit Agency (FCRTA), requested proposals from consultants to develop the first countywide origin-destination transit on-board survey for the Fresno County. The survey will represent all the fixed transit routes within the county, operated by three transit providers.

Along with service-related questions, the survey will include transit trips' origins and destinations, transfers, rider demographics, customer trip/travel characteristics, customer satisfaction, customer preferences for receiving communications and other transit trip information. The survey will be used to assist transit agencies in planning future service improvements, and will also provide valuable data to help improve the transit ridership forecast capability for COG's activity-based model (ABM).

Staff received three proposals for this project. On February 19, 2020, a scoring committee representing Fresno COG, FAX, Clovis Transit, and FCRTA interviewed the consultants, and unanimously recommended Moore & Associates to conduct the survey.

Moore & Associates has focused solely on public transportation and transit for nearly 30 years, crafting community-based transit solutions throughout the nation. Besides multiple successful transit on-board surveys both in and outside of California, Moore & Associates has conducted three consecutive rounds of customer and community surveys, along with marketing and advertising services for Golden Empire Transit District in Bakersfield. This experience provides the firm with sound knowledge of demographics, travel patterns, and transit ridership.

After an opportunity for public comment, Mr. Khorsand (Fresno County) motioned and Mr. Mozier (Fresno City) seconded to approve Moore & Associates for the Fresno County Regional Transit On-Board Survey project and authorize the Executive Director to enter into a contract with Moore & Associates for an amount not to exceed \$202,441.89. The motion passed.

#### **B. Regional Transportation Plan Public Opinion Survey Consultant Selection (Brenda Veenendaal) [APPROVE]**

Ms. Veenendaal (FCOG) reported that Fresno COG released a request for proposals (RFP) on February 1, 2020, seeking a qualified consultant with substantial experience in designing and conducting opinion surveys whose participants are reflective of the county's demographics, including the non-English speaking populations. The consultant will be responsible for ranking the Fresno County community's defined values and transportation funding priorities, with a budget not to exceed \$50,000.

Staff received four proposal from the following firms: Rea & Parker Research, Nichols Research, Probolsky Research and Think Now

A scoring committee comprising Fresno COG staff members reviewed and scored the applications, holding phone interviews with each consultant on Thursday, March 5, 2020. The scoring committee's recommendation will be presented to the TTC/PAC at their meeting.

After an opportunity for public comment, Mr. Stites (FCRTA) motioned and Mr. Khorsand (Fresno County) seconded to approve the scoring committee's consulting firm recommendation for completion of the Fresno COG Regional Transportation Plan Public Opinion Survey, and the authorization of Fresno COG's Executive Director to enter into a contract for an amount not to exceed \$50,000. The motion passed.

#### **C. Fresno COG Public Participation Plan Update Released for 45-day Review and Comment Period (Brenda Veenendaal) [INFORMATION]**

Ms. Veenendaal (FCOG) reported that Fresno COG staff released its draft 2020 Public Participation Plan (PPP) for 45-day public review and comment on March 3, 2020. The public comment period closes at 5 p.m. on April 17, 2020.

The PPP is a plan intended to give the Fresno COG Policy Board and staff guidance in providing for public involvement and interagency consultation early and often during the regional planning process. It contains policies, guidelines, processes and procedures to which Fresno COG commits while seeking and fostering open public involvement during the decision-making process, regarding all matters within discretion. The PPP also identifies opportunities for involvement in the metropolitan transportation planning process.

On March 26, 2020, Fresno COG Policy Board will conduct a public hearing on the PPP during its normal monthly meeting at 5:30 p.m. in the Sequoia Conference Room, 2035 Tulare Street, Fresno, CA 93721. The meeting is accessible to the disabled. Individuals with disabilities may call Fresno COG (with three working days advance notice) to request auxiliary aids necessary to participate in the public hearing. Translation services are available (with three-day advance notice) to

participants speaking any language with available professional translation services. Public comments are welcomed at the public hearing or they may be submitted in writing via mail or email to Brenda Veenendaal, 2035 Tulare Street, Suite 201, Fresno, CA 93721, [brendav@fresnocog.org](mailto:brendav@fresnocog.org).

After addressing all submitted comments, staff will request the Board adopt the 2020 Public Participation Plan by resolution on May 28, 2020, during its regularly scheduled meeting. All documents are available for review or download on the Fresno COG website at [www.fresnocog.org](http://www.fresnocog.org) or in hard copy at the Fresno COG offices.

This item was informational only; no further action was required

#### **D. Senate Bill 743 Implementation Update (Kristine Cai) [INFORMATION]**

Ms. Cai (FCOG) reported that Senate Bill 743 (SB 743), passed in 2013, and incorporated in the California Environmental Quality Act (CEQA) Guidelines in December 2018, will take effect on July 1, 2020. It requires Level of Service (LOS) be replaced with Vehicle Miles Traveled (VMT) as the metric for transportation impact analyses in the CEQA process. SB 743 is going to have profound changes to how local land use development projects and transportation capacity projects are approved. It will serve the State's overall climate change goals by encouraging infill development and discouraging greenfield development, supporting green projects such as transit and active transportation projects and minimizing capacity increasing projects.

Fresno COG has been working with the local governments and a consultant team in developing regional guidance and recommendations for SB 743 implementation in the Fresno region. A threshold of 13 percent reduction has been recommended by Fresno COG's process based on the new GHG reduction targets set by the California Air Resources Board for the Fresno region, compared to the statewide 15 percent reduction target recommended by the State Office of Planning and Research (OPR).

Fresno COG's process has resulted in a series of screening criteria to help local jurisdictions screen out projects that have less-than-significant VMT impacts. Fresno COG has also distributed draft VMT maps for each jurisdiction, which is one of the screening criteria. Fresno COG staff and the consultant team are working on developing an online VMT calculation tool for projects, and a list of mitigation measures that will work for the region.

Based on the work so far, the SB 743 process will have more impacts on projects in the fringe areas than the urban core, and it will add more of a cost/burden to small cities for growth than to the metropolitan areas. It is consistent with the State's goal of reducing travel related GHG by concentrating growth in the urban areas, where travel is relatively shorter, than small communities where people tend to travel longer distances for different purposes.

As part of the CEQA process, projects sponsors will need to mitigate the impact to a less-than-significant level to avoid an Environmental Impact Report (EIR). If the impact can't be mitigated, a Statement of Overriding Considerations can be provided through an EIR process, which might potentially be riskier.

There hasn't been any clear guidance from the State on how mitigation measures can be quantified. OPR seems to think on-site mitigation on a project-by-project basis is less effective than coordinated regional efforts, such as a regional mitigation bank or exchange, which is brand new in the VMT arena.

Fresno COG's recommendation will be advisory. The cities and the County will need to make their own judgement on what will work best based on individual growth policies and other considerations, such as economic development. Local government staff is strongly encouraged to stay involved in the process with Fresno COG.

This item was informational only; no further action was required

#### **V. OTHER ITEMS**

##### **A. Items from Staff**

- Mr. Duran (FCOG) reported that the CMAQ and TOD scoring committee meetings have been postponed to a date to be determined.

##### **B. Items from Members**

There were no items from members.

## VI. PUBLIC PRESENTATIONS

### A. Public Presentations

There were no public presentations.

The meeting was adjourned at 9:00 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Tony Boren". The signature is written in a cursive, flowing style.

Tony Boren

Public

None

Staff:

Robert Phipps

Les Beshears

Kristine Cai

Jennifer Soliz

Trai Her-Cole

Peggy Arnest

Santosh Bhattarai

Brenda Veenendaal

Braden Duran

Jeff Long

Moses Stites

Janelle Del Campo

Jeaneen Cervantes

**RESOLUTION NO. 2019-2044**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF HURON TO SUBMIT CLAIM  
LOCAL TRANSPORTATION AND  
STATE TRANSIT ASSISTANCE FUNDS**

**WHEREAS**, Fresno Council of Governments submits on behalf of the Cities a claim for Local Transportation Fund and State Transit Fund, and

**WHEREAS**, the City of Huron is entitled to \$345,483.00, (Three Hundred Forty-Five Thousand, Four Hundred Eighty-Three) for Fiscal Year 2019/2020, and

**WHEREAS**, the City expects to receive \$275,341.00 (Two Thousand Seventy-Five Thousand, Three Hundred Forty-One) from LTF (Article 8a) funds and \$70,142.00 (Seventy Thousand, One Hundred Forty-Two) from LTF (Article 3) funds, and

**NOW, THEREFORE BE IT RSOLVED**, that the City of Huron authorizes the City Manager to submit the Transportation Funding Claim for 2019/2020 Fiscal Year.

The foregoing Resolution was duly adopted by the Huron City Council at a regular meeting on the 19<sup>th</sup> of June, 2019, by the following vote to wit:

AYES: Plasencia, Pimentel, Morales, Leon  
NOES: 0  
ABSENT: Solorio  
ABSTAIN: 0

  
REY LEON, Mayor

ATTEST:

  
JUANITA M. VELIZ, City Clerk

Enter Date: **6/3/2019** Claimant Name: **City of Huron**

## TRANSPORTATION FUNDING CLAIM FOR FISCAL YEAR: 2019/20

Instructions: Please note that each page of this claim is a separate worksheet, please click through all tabs and complete. Also note that light yellow fields require an entry if applicable, light grey fields contain formulas that will automatically calculate based on corresponding entries. A date and claimant name field is at the top of the first page, and automatically repeats on following pages, (date should be formatted 00/00/0000)

**When completed, please print, sign and send signed original via mail to:**

**Les Beshears, Director of Finance, Fresno Council of Governments, 2035 Tulare Street, Suite 201,  
Fresno, CA 93721**

<b>From: Applicant:</b>	<b>City of Huron</b>
<b>Address:</b>	<b>36311 LASSEN AVE / PO BOX 339</b>
<b>City/State/Zip:</b>	<b>HURON, CA 93234</b>
<b>Contact Phone/email:</b>	<b>559-945-2241</b>

*This applicant is an eligible claimant pursuant to Section 99203 of the Public Utilities Code and certifies that the following transportation funds are available to be claimed:*

**Local Transportation Fund**

<b>Apportionment:</b>	\$ 275,341.00
<b>Unexpended, Held by Claimant:</b>	
<b>Other Agency:</b>	

**State Transit Assistance Fund**

<b>Estimate:</b>	\$ 70,142.00
<b>Unexpended, Held in Trust:</b>	

**Other**

<b>Other:</b>	
---------------	--

<b>THREE HUNDRED FORTY FIVE THOUSAND FOUR HUNDRED EIGHTY THREE</b>	<b>TOTAL</b>
	<b>\$ 345,483.00</b>

*spell out total amount in above cell*

for the purposes and respective amounts specified in the attached claim be drawn from the Local Transportation Fund and State Transit Assistance Fund.

Please print and sign after completing form

<b>Authorized Signature:</b>	
<b>Name/Title:</b>	<b>JACK CASTRO, CITY MANAGER</b>
<b>Date:</b>	<b>6/13/2019</b>



2035 Tulare St., Ste. 201 tel 559-233-4148  
Fresno, California 93721 fax 559-233-9645

www.fresnocog.org

Enter Date: **6/3/2019**

Claimant Name: **City of Huron**

### TRANSPORTATION FUNDING CLAIM DETAIL FOR FISCAL YEAR: 2019/20

PURPOSE	AMOUNT	SUBTOTAL
<b>1. Bicycle &amp; Pedestrian Facilities:</b>		
Article 3:	\$ 5,504.00	
Article 8a:		
Audit Exceptions (General Fund Payback);		
Unexpended Funds, Held by Claimant:		
		\$ 5,504.00
<b>2. Regional Transportation Planning:</b>		
	\$ 7,686.00	\$ 7,686.00
<b>3. Public Transportation</b>		
State Transit Assistance Funds (STA):	\$ -	
Other:		
		\$ -
<b>4. Community Transit Service CTSA, Article 4.5:</b>		
	\$ 13,621.00	\$ 13,621.00
<b>5. Streets &amp; Roads:</b>		
Article 8a:	\$ 251,063.00	
Unexpended Funds, Held by Claimant:		
		\$ 251,063.00
<b>6. To Be Claimed By:</b>		
Fresno County Rural Transit Agency LTF:	\$ -	
Fresno County Rural Transit Agency STA:	\$ 67,609.00	
Other:	\$ -	
		\$ 67,609.00
<b>7. Reserve in Fund Pending Further Claiming</b>		
		\$ -
<b>GRAND TOTAL</b>		<b>\$ 345,483.00</b>
<b>Claim Total Must Agree With Total on First Page</b>		<b>\$ 345,483.00</b>
<b>Minus Non Transit Claims</b>		<b>\$ 88,916.00</b>
<b>GRAND TOTAL PAYABLE TO CLAIMANT</b>		<b>\$ 256,567.00</b>

*Allocation instructions and payment by the Fresno County Auditor-Controller to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the rules and regulations of the Transportation Development Act.*

Enter Date: **6/3/2019**

Claimant Name: **City of Huron**

### BICYCLE AND PEDESTRIAN FACILITIES FOR FISCAL YEAR: 2019/20

Two percent (2%) of the claimant's Local Transportation Fund apportionment must be spent on bicycle and pedestrian facilities (PUC 99233.3 and 99234); such claims are to be filed as Article 3. Claims for projects in excess of 2% may be filed as Article 8a (PUC 99400(a)). If other funding is to be used with Local Transportation Funds to implement projects, such funding should be shown on the claim form.

PROJECT TITLE & BRIEF DESCRIPTION	PROJECT COST
1. Various Bicycle & Pedestrian Facilities throughout the claimant's jurisdiction:	\$ 5,504.00
<i>AND/OR:</i>	
Other - describe briefly if applicable:	\$ -
Other - describe briefly if applicable:	\$ -
Other - describe briefly if applicable:	\$ -
<b>TOTAL PROJECT COSTS</b>	<b>\$ 5,504.00</b>

### STREETS AND ROADS CLAIM FOR FISCAL YEAR: 2019/20

Local Transportation Funds coming to claimants within Fresno County may be used for streets and roads improvements and maintenance pursuant to Article 8 (PUC 99400), but only after Fresno COG makes a finding that public transportation needs within the claimant's jurisdiction are reasonably met by satisfying the service requirements set forth by the Regional Transportation Plan (PUC 99401.5).

PROJECT TITLE & BRIEF DESCRIPTION	PROJECT COST
1. Development, Construction & Maintenance Facilities throughout the claimant's jurisdiction:	\$ 251,063.00
<i>AND/OR:</i>	
Other - describe briefly if applicable:	\$ -
Other - describe briefly if applicable:	\$ -
Other - describe briefly if applicable:	\$ -
<b>TOTAL PROJECT COSTS</b>	<b>\$ 251,063.00</b>



Enter Date:

Claimant Name:

## CONTINGENCY PROJECT LISTING FOR FISCAL YEAR: 2019/20

CHECK ALL THAT APPLY (Enter "X" in yellow box)

BICYCLE AND PEDESTRIAN FACILITIES

Article 3

PUBLIC TRANSPORTATION

Article 4

STREETS & ROADS

Article 8a

### STANDARD ASSURANCES FOR CLAIMANTS

CLAIMANT ASSURANCES: (initial yellow box all that apply)

- A. Claimant certifies that it has submitted a satisfactory, independent fiscal audit, with required certification statement, to the RTPA and to the State Controller, pursuant to PUC 99245 and 21 Cal. Code of Regulations Section 6664 for the prior fiscal year (project year minus two). Claimant assures that this audit requirement will be completed for the current fiscal year (project year minus one).
- B. Claimant certifies that it has submitted a State Controller Report to the RTPA and to the State Controller, pursuant to PUC 99243.

The undersigned hereby certifies that the above statements are true and correct.  
Please print and sign after completing form

Authorized  
Signature:

Name/Title:

Date:

Enter Date: **6/3/2019** Claimant Name: **City of Huron**

### TRANSPORTATION FUNDING CLAIM FOR FISCAL YEAR: 2019/20

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From: Applicant:	City of Huron
Address:	P.O. Box 339
City/State/Zip:	Huron, CA 93234
Contact Phone/email:	(559) 945-2241 / accountant@cityofhuron.com

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Unexpended, Held by Claimant:	
Other Agency:	

#### State Transit Assistance Fund

Estimate:	\$ 70,142.00
Unexpended, Held in Trust:	

#### Other


Other:	
--------	--

<b>Three-hundred and forty-five thousand, four-hundred and eighty-three</b>	<b>TOTAL</b>
	<b>\$ 345,483.00</b>

*spell out total amount in above cell*

for the purposes and respective amounts specified in the attached claim be drawn from the Local Transportation Fund and State Transit Assistance Fund.

Please print and sign after completing form

Authorized Signature:	
Name/Title:	Jack Castro/City Manager
Date:	3/6/2020



Enter Date: **6/3/2019**

Claimant Name: **City of Huron**

**TRANSPORTATION FUNDING CLAIM DETAIL FOR FISCAL YEAR: 2019/20**

PURPOSE	AMOUNT	SUBTOTAL
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<b>GRAND TOTAL PAYABLE TO CLAIMANT</b>		<b>\$ 256,567.00</b>

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Enter Date: **6/3/2019**

Claimant Name: **City of Huron**

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Other - describe briefly if applicable:	\$ -
Other - describe briefly if applicable:	\$ -
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PROJECT TITLE & BRIEF DESCRIPTION	PROJECT COST
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<i>AND/OR:</i>	
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Other - describe briefly if applicable:	\$ -
Other - describe briefly if applicable:	\$ -
<b>TOTAL PROJECT COSTS</b>	<b>\$ 251,063.00</b>

Enter Date:

Claimant Name:

## CONTINGENCY PROJECT LISTING FOR FISCAL YEAR: 2019/20

**CHECK ALL THAT APPLY (Enter "X" in yellow box)**

BICYCLE AND PEDESTRIAN FACILITIES

Article 3

PUBLIC TRANSPORTATION

Article 4

STREETS & ROADS

Article 8a

### STANDARD ASSURANCES FOR CLAIMANTS

**CLAIMANT ASSURANCES: (initial yellow box all that apply)**

- A. Claimant certifies that it has submitted a satisfactory, independent fiscal audit, with required certification statement, to the RTPA and to the State Controller, pursuant to PUC 99245 and 21 Cal. Code of Regulations Section 6664 for the prior fiscal year (project year minus two). Claimant assures that this audit requirement will be completed for the current fiscal year (project year minus one).
- B. Claimant certifies that it has submitted a State Controller Report to the RTPA and to the State Controller, pursuant to PUC 99243.

**The undersigned hereby certifies that the above statements are true and correct.**

Please print and sign after completing form

Authorized

Signature:

Name/Title:

Date:



JACK CASTRO, CITY MANAGER

6/13/2019

BEFORE THE  
**FRESNO COUNCIL OF GOVERNMENTS**  
**RESOLUTION NO. 2020-10**

IN THE MATTER OF:

RESOLUTION OF APPROVAL OF  
TRANSPORTATION FUNDING CLAIM FOR THE  
**CITY OF HURON, 2020-10**

**TRANSPORTATION DEVELOPMENT ACT  
OF 1971**

---

WHEREAS, the Fresno Council of Governments (COG) is the administrator of the Local Transportation Fund as provided by Chapter 1400 of the California Statutes of 1971, and the State Transit Assistance Fund as provided by Chapter 161 & 322 of the Statutes of 1979 and 1982, respectively, and

WHEREAS, the COG has the authority to review claims and allocate such funds in accordance with the Transportation Development Act of 1971 and Chapter 3 of Title 21 of the California Code of Regulations; and

WHEREAS, the City of Huron has submitted Transportation Funding Claim for its 2019-20 fiscal year apportionment.

NOW, THEREFORE, BE IT RESOLVED, that the Transportation Funding Claim submitted by the City of Huron has been reviewed and the following findings are hereby made:

1. The Funding Claim submitted by the City of Huron has been reviewed and found to be in conformance with the adopted Regional Transportation Plan.
2. That the COG finds that priority consideration has been given to claims to offset reductions in federal operating assistance and the unanticipated increase in the cost of fuel, to enhance existing public transportation services, and to meet high-priority regional, countywide, or area wide public transportation needs.
3. On May 30, 2019 the COG Board approved Resolution 2019-10 which found that public transportation needs within the County of Fresno and its sphere of influence will be reasonably met in 2019-20.

BE IT FURTHER RESOLVED, that the Fresno Council of Governments hereby approves the Transportation Funding Claim submitted by the City of Huron and allocates monies from the Transportation Development Act in accordance with the attached claim which is hereby made a part of this resolution.

BE IT FURTHER RESOLVED, that the Auditor-Controller of the County of Fresno cause the approved claim to be paid in the manner and time directed by the Executive Director of the Fresno Council of Governments.

THE FOREGOING RESOLUTION was passed and adopted by the Fresno Council of Governments this 30<sup>th</sup> day of April, 2020.

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

\_\_\_\_\_  
Signed: David Cardenas, Chair

I hereby certify that the foregoing is a true copy of a resolution of the Fresno Council of Governments duly adopted at a regular meeting dated above.

\_\_\_\_\_  
Signed: Tony Boren, Executive Director

# 2020 Application

## Fresno Council of Governments' Community Mini Grant Program for Regional Transportation Plan Public Outreach



Fresno Council of Governments  
2035 Tulare Street, Suite 201  
Fresno, CA 93722  
559.233.4148  
[www.fresnocog.org](http://www.fresnocog.org)

February 24, 2020

TO: Interested Parties

FROM: Brenda Veenendaal, Fresno Council of Governments

SUBJECT: Fresno COG Mini-Grant Outreach Program for the **2022 Regional Transportation Plan and Sustainable Communities Strategy** public review and input

---

**Overview:**

The Fresno Council of Governments (Fresno COG) is seeking assistance from community organizations, schools, agencies and businesses to solicit ongoing public input into key activities associated with the preparation of the 2022 Regional Transportation Plan (RTP) and the Sustainable Communities Strategy Scenarios within it. In order to ensure diverse and extensive input on the 2022 RTP from people and populations throughout the region, Fresno COG is requesting help to expand community outreach that garners significant public input.

Fresno COG will provide mini grants ranging from \$1,500 – \$2,500 each to organizations with existing community contacts. Successful applicants will reach out to residents of the Fresno County region, include them in the RTP and SCS transportation planning process via workshop and online participation, and obtain defined input regarding their perceived community transportation needs. This program is designed to ensure that interested members of the public have ample opportunity to understand and provide meaningful input on these plans during the planning process.

All mini grant recipients will be tasked with providing factual information to their contacts. Any attempts to influence a participant’s responses or comments regarding any aspect of the RTP outreach is prohibited and is grounds for termination of a mini grant contract by Fresno COG.

This outreach will be coordinated with additional public involvement activities conducted separately by the Fresno COG. A defined set of questions or types of feedback will be used while conducting outreach. All answers/input/data collected will be combined and forwarded to the Fresno COG Policy Board.

If your organization is awarded a grant, members from your organization will receive a detailed orientation to provide information on Fresno COG, the RTP and the SCS. Fresno COG will provide necessary informational flyers and graphic materials in English to assist in outreach efforts. All translation of materials must be done by mini grant recipients with the exception of some Spanish items. Staff assistance with graphics or formatting will also be provided by Fresno COG staff.



**Estimated Project Award and Implementation Timeline:**

**Estimated Timeline:** If you are interested in applying for a RTP Mini Grant for public outreach/involvement activities, please review the application packet and respond with a completed application and letter of interest and by **Thursday, March 26, 2020 at 12:00 p.m. (noon)**. No applications will be received after that date and time.

All questions regarding this application should be submitted to Brenda Veenendaal at [brendav@fresnocog.org](mailto:brendav@fresnocog.org) on or before March 23, 2020. Questions received and answers provided will be posted to the Get Involved webpage on Fresno COG's website.

Should your application appear to meet Fresno COG's outreach needs, Fresno COG will contact your organization on or before April 14, 2020, to set up a face-to-face interview on April 20, 2020. Applicant acceptance will be announced by April 24, 2020 or sooner. A recommendation for funding is forwarded to Fresno COG's Transportation Technical Committee and Policy Advisory Committee with final approval granted by the Fresno COG Policy Board.

A MANDATORY orientation meeting will be held with all mini grant recipients on June 9, 2020. Outreach should begin immediately, with workshops held throughout the month of September 2020 in locations throughout the Fresno County region.

**Timeline Summary:**

<b>Date</b>	<b>Activity</b>
March 26, 2020	Completed Mini-Grant Application Packet and Proposals due to Fresno COG by 12:00 p.m.
April 14, 2020	Fresno COG contacts applicants to set up interviews
April 20, 2020	Applicant interviews - SAVE THE DATE
April 24, 2020	Applicants notified of acceptance and recommendation goes forward to Fresno COG's Transportation Technical Committee, Policy Advisory Committee and Policy Board
May 28, 2020	Fresno COG Policy Board approval of Mini Grant Recipients
June 2-15, 2020	Finalizing Scopes of Work and signing contracts
June 9, 2020	Mandatory Orientation Meeting for all mini-grant recipients
September 2020	Mini-Grant workshops held in various locations throughout the month
December 1, 2020	Final outreach report due to Fresno COG by 4:00 p.m. with all billing documentation and invoices

## Scope of Work:

Fresno COG will provide mini grants ranging from \$1,500 – \$2,500 each to organizations with existing community contacts. Successful applicants will reach out to residents of the Fresno County region, include them in the RTP and SCS transportation planning process via workshop and online participation, and obtain defined input regarding their perceived community transportation needs. This program is designed to ensure that interested members of the public have ample opportunity to understand and provide meaningful input on these plans during the planning process.

Mini-grant recipients should have previously established contacts or clientele and be able to show their outreach goals for number of people engaged, reach and location of each proposed workshop, and budget associated with each task in their application.

Each mini-grant recipient group will need to organize a public outreach campaign that would include the following:

- Organize and host one or more workshops during the month of September 2020 to gather community members perceived Regional Transportation Needs. Mini-grant recipients will be responsible for the following workshop organization:
  - Locating and reserving workshop venues
  - Inviting attendees
  - Tracking attendance
  - Translating and duplicating invitation materials
  - Arranging and providing all workshop transportation, food, interpretation, childcare, etc. for community members
- Encourage community members who cannot attend workshops to submit their transportation needs online at Fresno COG's RTP website
- Final reporting, including a summary of all work completed, receipts, participant lists and an analysis of how they met their proposed goals

Fresno COG staff will attend each workshop, acting as presenter. COG staff will organize and prepare all workshop content and materials and will compile all data obtained at each workshop.

Fresno COG will provide a reporting format spreadsheet to each mini grant recipient after contract signing.

Mini-grants will be awarded based upon the following criteria:

1. Outreach strategy and goals
2. Completeness of application packet
3. Specific demographics proposed
4. Geographic area of outreach
5. Number of people proposed to attend meetings/workshops and submit online feedback
6. Previous experience and success with outreach to the people/community proposed

**Note: Fresno COG reserves the right to award the number of mini-grants they deem appropriate at funding levels warranted by each applicant's individual outreach strategy.**

## **Regional Transportation Plans and Sustainable Communities Strategy background information**

The **Regional Transportation Plan** (RTP) is a long-term blueprint of a region's [transportation system](#). RTPs are conducted every four years as plans looking 25 years into the future. They identify and analyze transportation needs of the [metropolitan region](#) and create a framework for project priorities.

These plans are normally the product of recommendations and studies carried out and put forth by a [Metropolitan planning organization](#) (MPO) such as Fresno COG. MPOs were formed under the [1962 Federal-Aid Highway Act](#) and are required for any [urban area](#) with a population of greater than 500,000.

### **Sustainable Communities Strategy (SCS)**

In short, a Sustainable Communities Strategy (SCS) is a plan for integrating transportation, land-use and housing policies for achieving lower greenhouse gas emissions per person. SCS is derived from the Sustainable Communities and Climate Protection Act of 2008, also known as Senate Bill 375 (SB 375), a State of California law-targeting greenhouse gas (GHG) emissions from “mobile” pollution sources, specifically passenger vehicles. Greenhouse gases, such as carbon dioxide, come from the burning of fossil fuels (i.e. the petroleum-based gasoline in automobiles) and contribute to the greenhouse effect, or a rise in average surface temperature, as well as air pollution.

**For additional information on Sustainable Communities Strategies and Fresno COG’s role in developing an SCS for Fresno County please visit the Fresno COG website at: [www.fresnocog.org](http://www.fresnocog.org).**

## **Fresno COG’s Mini Grant Outreach Program**

### **Application Instructions**

Please complete and submit five printed and bound (hard) copies and **one electronic copy**, in pdf form, of the following items to Fresno COG:

1. Completed application Form
2. Proposed Budget
3. Supporting materials

The Proposed Project Budget Worksheet Sample and the Application Form are available in Microsoft Word software format from Fresno COG staff by request.

**Return completed applications via mail or hand delivery by 12:00 p.m., March 26, 2020, to:**

Brenda Veenendaal  
Administrative Services Manager  
Fresno COG  
2035 Tulare Street, Suite 201  
Fresno, CA 93721  
[brendav@fresnocog.org](mailto:brendav@fresnocog.org)

If you have any additional questions or need assistance, please submit questions to Brenda Veenendaal at [brendav@fresnocog.org](mailto:brendav@fresnocog.org) or by phone at 233-4148 ext. 219. All questions received and their associated answers will be posted to Fresno COG’s website at <https://www.fresnocog.org/business-fresno-cog/> as responses are provided by Fresno COG staff. This application packet may be downloaded in pdf format from the Fresno COG homepage at the link listed above. Microsoft Office copies of the attached worksheets will be emailed to you by request.

# Community-Based Outreach Mini-Grant Program

## Application Form

Organization/Agency:

---

Address:

---

Primary Contact:

---

Phone:

E-mail:

---

Organization/Agency website and/or Facebook page (not required):

---

Please make all responses as concise and complete as possible. Applications will not be judged upon length of response. Attach a separate sheet with the following questions and responses. Microsoft Word versions of this document are available upon request.

**1. Outreach strategy and goals.**

Please list and describe the outreach strategies that your organization proposes to carry out in order to facilitate community-based outreach and enlist public involvement on the 2022 Regional Transportation Plan (RTP) Sustainable Communities Strategy.

**2. The specific demographics of the community proposed to reach.**

Please describe the specific demographic and geographic area of your proposed outreach. Who are the community members to whom you will outreach, and where do they live? (Please include ZIP codes).

**3. The number of people proposed to attend meetings/workshops and submit feedback.**

Provide a goal or estimate of the number of people you expect to reach, and the number of responses you will obtain via meeting, online communications (made available through Fresno COG) or one on one with your staff.

**4. Previous experience.**

Share any previous successes from similar types of outreach projects.

**5. Current contacts.**

Clearly state how well established your outreach audience or contacts are currently. Fresno COG want to know who you currently communicate with or have access to on a regular basis.

**6. Staffing and qualifications.**

Provide a list of staff members, co-consultants or other individuals who will be implementing your Mini-Grant RTP/SCS Outreach program, their proposed role, experience and qualifications.

## Fresno COG Mini Grant Outreach Program

### Sample Proposed Project Budget Worksheet

Name of Agency/Organization/School: \_\_\_\_\_

<b>A. Proposed Operational Expense Breakdown:</b> Includes costs associated with telephone and postage expenses directly related to the project, use of in-house copier and external printing and copying jobs, etc. Overhead can be no more than 15 percent of contract total. Detailed itemization and receipts required.			\$
<b>TOTAL PART A. PROPOSED OPERATIONAL EXPENSES</b>			\$
<b>B. Proposed Staff Costs:</b> Includes staff who will work on the project, their costs with hourly rates required to complete project and details about work performed.			
<b>Staff Member &amp; Work Performed</b>	<b>Hourly Rate</b>	<b>Hours</b>	
<b>TOTAL of PART B. PROPOSED STAFF COSTS</b>			\$
<b>C. Other Proposed Direct Cost Breakdown:</b> May include refreshments, signage, and other appropriate meeting and promotion expenses. Detailed itemization and receipts required.			
<b>TOTAL PART C. OTHER PROPOSED DIRECT COSTS</b>			\$
<b>TOTAL AMOUNT REQUESTED</b>			\$

**Fresno COG Regional ATP Cycle 5  
Multidisciplinary Advisory Group**

<b>Requirement</b>	<b>Agency</b>	<b>Name</b>	<b>Name</b>	<b>Name</b>	<b>Name</b>
Expertise in Bike & Ped projects	Fresno Cycling Club	Nick Paladino			
Expertise in SRTS projects	Fresno Unified School District	Mary J. Gonzalez	Michael Cortes		
Expertise in Disadvantage Communities	Leadership Counsel	Grecia Elenas	Leslie Martinez		
State Agency	Caltrans	Pedram Mafi	Pedro Ramirez		
MPO	Fresno COG	Peggy Arnest			
Local jurisdictions	Fresno County	Brian Spaunhurst	Diana Nuttman	Mohammad Alimi	Erin Haagenson
	City of Clovis	Claudia Cazares	Ryan Burnett		
	City of Fresno	Jill Gormley	Scott Tyler	Scott Sehm	Mark Rivas
	City of Huron	Paul Sereno			
	City of Firebaugh and San Joaquin	Danny Reed			
	City of Kerman	Jerry Jones			
	City of Mendota	Michael Osborn			
	City of Orange Cove	Angela Hall			
	City of Fowler	Dario Dominguez			
	City of Kingsburg	Will Washburn			
	City of Parlier	Phillip Romero	Chris Kliewer		
	City of Reedley	Marilu Morales	Rob Terry	Linda Thao	
	City of Coalinga	Sean Brewer	Sandy Jauregui		
	City of Selma	Joey Daggett			
	City of Sanger	Josh Rogers			



# Fresno Council of Governments

## ***Cycle 5***

***2021 REGIONAL COMPETITIVE  
ACTIVE TRANSPORTATION PROGRAM***

### ***GUIDELINES***

***Adopted by Fresno COG Policy Board on  
4/30/2020***

***To be approved by the  
California Transportation Commission  
5/13/2020***



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# INTRODUCTION

## BACKGROUND

The Active Transportation Program (ATP) was created by Senate Bill 99 (Chapter 359, Statutes of 2013) and Assembly Bill 101 (Chapter 354, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking. Senate Bill 1 (Chapter 2031, statutes of 2017) directs additional funding from the Road Maintenance and Rehabilitation Account to the ATP.

The California Transportation Commission (CTC) develops guidelines for each ATP cycle that describes the policy, standards, criteria, and procedures for the development, adoption, and management of the ATP. The CTC guidelines lay out the programming policies, procedures and project selection criteria for the statewide competitive program, small urban/rural and large MPO regional competitive programs. Large MPOs, such as Fresno COG, have the option of developing regional guidelines.

These guidelines describe the policy, standards, criteria, and procedures for the development, adoption, and management of the Regional Competitive Fresno Council of Governments (FCOG) ATP. The Regional ATP Guidelines substantially follow those of the CTC, but include some differences based on the region's existing priorities. The guidelines were developed in consultation with FCOG's ATP 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 ATP at the Metropolitan Planning Organization (MPO) level.

## PROGRAM PURPOSE AND GOALS

Pursuant to statute, the purpose of the program is to encourage increased use of active modes of transportation, such as biking and walking. The goals of the ATP 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.

In addition to the goals listed in statute, the ATP will also consider state goals and provisions set forth in Executive Order N-19-19 including state housing goals.

## PROGRAM SCHEDULE AND FUNDING YEARS

The Cycle 5 Statewide guidelines for the 2021 four-year program of projects (covering state fiscal years 2021/22, 2022/23, 2023/24 and 2024/25) were adopted on March 25, 2020 by the CTC. Each program of projects must be adopted no later than the date designated in statute 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 2021 ATP:

Commission hearing and adoption of ATP Guidelines	March 25-26, 2020*
Commission adopts ATP Fund Estimate	March 25-26, 2020*
Call for projects	March 25-26, 2020*
FCOG ATP Regional Guidelines to TTC/PAC for approval	April 10, 2020
FCOG ATP Regional Guidelines to Policy Board for adoption	April 30, 2020
Large MPOs submit optional guidelines to Commission	April 17, 2020
Commission approves or rejects MPO guidelines	May 13-14, 2020*
<b>Project applications to Caltrans (postmark date)</b>	<b>June 15, 2020</b>
<b>Regional project application copies and resolutions due to FCOG</b>	<b>August 14, 2020</b>
Staff recommendation for statewide and small urban and rural portions of the program posted	November 16, 2020
Commission adopts statewide and small urban and rural portions of the program	December 2-3, 2020
Projects not programmed distributed to large MPOs based on location	December 2020
FCOG MAG Reviews and Scores regional projects	December 9, 2020**
FCOG project recommendations to TTC/PAC for approval	January 8, 2021
Deadline for MPO <b>Draft</b> project programming recommendations to the Commission	January 18, 2021
FCOG project recommendations to Policy Board for adoption	January 28, 2021
Deadline for MPO <b>Final</b> project programming recommendations to the Commission	April 2, 2021
Commission adopts MPO selected projects	May 2021*

\*Exact dates will coincide with the CTC's adopted 2020/2021 calendars

\*\* Date subject to change

## FUNDING

### SOURCE

The ATP 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.
- Road Maintenance and Rehabilitation Account (SB 1)

In addition to furthering the purpose and goals of this program, all ATP projects must meet eligibility requirements specific to at least one ATP funding source.

### DISTRIBUTION

ATP funds from the State of California provide an important funding source for active transportation projects. State and federal law segregate the ATP into multiple, overlapping components. The ATP 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.

The 2021 ATP Fund Estimate was adopted at the March 25, 2020 CTC meeting. **The regional shares available for Cycle 5 of ATP funding (FY 2021-22 through FY 2024-25) are \$4.8 million** per the adopted 2021 ATP Fund Estimate ([Appendix A](#)).

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. Matching funds cannot be expended prior to the CTC allocation of ATP 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 ATP 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. **Refer to the CTC guidelines; section 7 and 8, for specific requirements on matching and leveraging fund requirements.**

## **REIMBURSEMENT**

The ATP is a reimbursement program for eligible costs incurred. In order for an item to be eligible for ATP reimbursement, that item's primary use or function must meet the ATP purpose and at least one of the ATP goals. Reimbursement is requested through the invoice process detailed in Chapter 5, Invoicing, 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 **\$2,000,000** 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/)). However, trails that serve active transportation purposes (such as multi-use paths, Class I bikeways, etc.) are fully eligible in the ATP and need not meet the Recreational Trails Program requirements.

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).

*Funding for active transportation plans must be consistent with the plan requirements identified in the CTC adopted ATP Guidelines. Please refer to the CTC adopted ATP Guidelines Appendix A for more information regarding the funding of plans.*

## ELIGIBILITY

### ELIGIBLE APPLICANTS

The applicant and/or implementing agency for ATP 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 ATP 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.
  - For funding awarded to a tribal government, a fund transfer to the Bureau of Indian Affairs (BIA) may be necessary.
  - A tribal government may also partner with another eligible entity to apply if desired.
- 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.

A project applicant found to have purposefully misrepresented information that could affect a project's score may result in the applicant being excluded from the program for the current cycle and the next cycle.

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

Eligible applicants that are unable to apply for ATP 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. If another entity agrees to be the implementing agency and 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 some of the funds in the ATP are federal funds, all 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 phases proposed for programming, it must provide at least a preliminary estimate of costs for all phases. PSR guidelines are posted on the CTC's website: <https://catc.ca.gov/programs/state-transportation-improvement-program>.

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

- **Plans:** The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan that encompasses or is predominately located in a disadvantaged community.
- **Non-infrastructure Projects:** Education, encouragement, and enforcement activities that further the goals of this program. Non-infrastructure projects are not limited to those benefiting school students. NI projects can be start-up programs or new and/or expanded components of existing programs. The CTC intends to focus funding for non-infrastructure on start-up projects. A project is considered to be a start-up when no program currently exists. A project with new and/or expanded components to an existing program must demonstrate how the original program is continuing without ATP funding. The ATP funds cannot fund ongoing program operations. All NI projects must demonstrate how the program is sustainable and will be continued after ATP funding is exhausted.
- **Infrastructure projects with non-infrastructure components:** This is a capital improvement project that includes an education, encouragement, or enforcement component. The non-infrastructure component should be mentioned throughout the application and enhance the

infrastructure project.

- Quick-Build Project Pilot: The Commission will consider a small number of quick-build projects for the 2021 ATP as a pilot. Quick-build projects are interim capital improvement projects that further the goals of the ATP. These projects do require construction, but are built with durable, low to moderate cost materials and last from one year to five years. See Appendix D in the CTC adopted guidelines for additional details. Quick-build projects are not applicable to the region if they are not selected at the state.

## EXAMPLE PROJECTS

Below is a list of projects generally considered eligible for ATP 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 improving the active transportation operations/usability and 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. Components may include but are 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.
  - 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 or designed to promote walking and biking on a daily basis.
  - 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 ATP.

## PROJECT TYPE REQUIREMENTS

As discussed in the Funding Distribution section (above), State and Federal law segregate the ATP into multiple, overlapping components. **SB 99 specifies that at least 25% of funds must benefit disadvantaged communities within each of the program components. However, the ATP also includes other project types that must meet certain requirements.** Below is an explanation of the requirements specific to the project types listed in SB 99.

## DISADVANTAGED COMMUNITIES

For a project to contribute toward the Disadvantaged Communities funding requirement of 25%, the project must clearly demonstrate, with verifiable information, a direct, meaningful, and assured benefit to a disadvantaged community. To count as providing a benefit, a project must fulfill an important need of low-income people in a way that provides a significant benefit and targets its benefits primarily to low-income people while avoiding substantial burdens on a disadvantaged community.

For a project to qualify as directly benefiting a disadvantaged community, the project must be located within or in reasonable proximity and have a direct connection, to the disadvantaged community served by the project; or the project must be an extension or a segment of a larger project that connects to or directly adjacent to that disadvantaged community. It is incumbent upon the applicant to clearly articulate how the project benefits the disadvantaged community; there is no presumption of benefit, even for projects located within a disadvantaged community. To qualify as a disadvantaged community the community served by the project must meet at least one of the following criteria:

- **Median Household Income:** The Median Household Income (Table ID B19013) is less than 80% of the statewide median based on the most current Census Tract (ID 140) level data from the 2014-2018 American Community Survey (<\$56,982). Communities with a population less than 15,000 may use data at the Census Block Group (ID 150) level. Unincorporated communities may use data at the Census Place (ID 160) level. Data is available at: <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>
- **CalEnviroScreen:** An area identified as among the most disadvantaged 25% in the state according to the CalEPA and based on the California Communities Environmental Health Screening Tool 3.0 (CalEnviroScreen 3.0) scores (scores must be greater than or equal to 39.34). This list can be found at the following link under SB 535 List of Disadvantaged Communities: <http://www.calepa.ca.gov/EnvJustice/GHGInvest/>
- **National School Lunch Program:** At least 75% of public school students in the project area are eligible to receive free or reduced-price meals under the National School Lunch Program. Data is available at: <http://www.cde.ca.gov/ds/sd/sd/files.asp>. Applicants using this measure must indicate how the project benefits the school students in the project area. Project must be located within 2 miles of the school(s) represented by this criteria.
- **Healthy Places Index:** The Healthy Places Index includes a composite score for each census tract in the State. The higher the score, the healthier the community conditions based on 25 community characteristics. The scores are then converted to a percentile to compare it to other tracts in the State. A census tract must be in the 25th percentile or less to qualify as a disadvantaged community. The live map and the direct data can both be found on the California Healthy Places Index website.
- **Native American Tribal Lands:** Projects located within Federally Recognized Tribal Lands (typically within the boundaries of a Reservation or Rancheria).
- **Other:** If a project applicant believes a project benefits a disadvantaged community but the project does not meet the aforementioned criteria due to a lack of accurate information, the applicant **may submit another means of qualifying for consideration. Suggested alternatives**



that can be submitted under this category include:

- Census data that represents a small neighborhood or unincorporated area. The applicant must submit for consideration a quantitative assessment, such as a survey, to demonstrate that the community's median household income is at or below 80% of that state median household income.
- CalEnviroScreen data that represents a small neighborhood or unincorporated area. The applicant must submit for consideration an assessment to demonstrate that the community's CalEnviroScreen score is at or above 39.34.

## PROJECT SELECTION PROCESS

### REGIONAL COMPETITIVE ATP PROJECT SELECTION

Fresno COG will hold a separate call for projects for the Regional Active Transportation Program and have a regional evaluation process. Applicants may apply for either the State ATP program or Regional ATP program, or to both. Fresno COG encourages all ATP projects be submitted to the State ATP competitive program, although it is not required. Projects not selected for programming in the statewide competition must be considered in the regional 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:

- 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, phases, state only funding requests, amount benefitting disadvantaged communities
  - Project type designations such as non-infrastructure, Safe Routes to School, etc.
- Board resolution approving program of projects
- Updated Project Programming Requests (PPRs)
- Copies of all project applications

### PROJECT APPLICATION AND SUBMITTAL REQUIREMENTS

ATP project applications will be available at: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle5>

The FCOG Regional Competitive ATP information will be made available at: <https://www.fresnocog.org/project/active-transportation-program-atp/>.

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

There will be five different applications available for applicants to complete depending on the project type and size. It is incumbent on the applicant to complete the application appropriate for their project. Applicants applying for infrastructure projects must utilize the application type based on the entire project cost, not the ATP request amount. All eligible projects must apply with one of the following application types. Applications for plans may not be combined with applications for infrastructure or non-infrastructure projects. The five application types are:

- A. **Large Project:** Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total

project cost of greater than \$7 million will be considered a Large Project and must use the Large Project application. Commission staff may conduct onsite field reviews on a selection of projects that qualify as large projects. Field reviews are not indicative of the project’s likelihood of funding.

**B. Medium Project:** Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total project cost of **more than \$2 million and up to \$ 7 million** will be considered a Medium Project and must use the Medium Project application.

**C. Small Project:** Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total project cost of **\$2 million or less** will be considered a Small Project and must use the Small Project application.

**D. Non-infrastructure Only**

**E. Plan:** **Plans cannot be combined with any other type of project.**

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: Jennifer Soliz  
2035 Tulare Street Suite 201  
Fresno, CA 93721

Please submit eight hard copies and one electronic copy of a complete application. Applications must be postmarked by the application deadline.

For questions or concerns, please contact Jennifer Soliz at [jsoliz@fresnocog.org](mailto:jsoliz@fresnocog.org). You may also contact us by phone at 559-233-4148 ext. 223.

## SCREENING CRITERIA

Before evaluation, project applications will be screened for the following:

- Consistency with an adopted regional transportation plan.
- Use of appropriate application.
- Supplanting Funds: 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.
- Eligibility of project: Project must be one of the four types of projects listed in Section 13 of the adopted CTC ATP Cycle 5 guidelines.

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. **Applicants with projects that are screened out will be notified as soon as non-eligibility has been determined. Please reference section 14 in the adopted CTC guidelines for further screening criteria requirements.**

## 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 ATP and requirements of the various fund sources.

See the chart below to reference the scoring criteria and points allotted to the different types of applications. The chart shows the maximum number of points allowed for each scoring criteria and type of application. If a scoring criteria is gray, it is not applicable to that application type.

	Scoring Topic	Plan Application	Non-Infrastructure Only Application	Infrastructure or Infrastructure/Non-Infrastructure Applications		
				Small	Medium	Large
A.	Benefit to Disadvantaged Communities (DAC)	30	10	10	10	10
B.	Need	20	40	52	40	38
C.	Safety		10	25	25	20
D.	Public Participation & Planning	25	15	10	10	10
E.	Scope and Plan <b>Layout Consistency and Cost Effectiveness</b>					7
F.	<b>Scope and Plan Layout Consistency</b>		10	3	5	
G.	Implementation & Plan Development	25				
H.	Context Sensitive & Innovation		5		5	5
I.	Transformative Projects					5
J.	Evaluation and Sustainability		10			
K.	Leveraging				5	5
L.	Corps (0 or -5)		0	0	0	0
M.	Past Performance (0 to -10)	0	0	0	0	0
	<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

- A. **Benefit to Disadvantaged Communities.** The benefit provided to the disadvantaged community affected by the project. The score will be impacted by the project location in relation to the disadvantaged community, the severity, and the direct benefit the project will provide. Applicants will also, if applicable, explain how anti-displacement policies and actions are being implemented to discourage gentrification of the community being impacted by the project.
- B. **Need.** 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.
- C. **Safety.** Potential for reducing the number and/or rate or the risk of pedestrian and bicyclist fatalities and injuries, including the identification of safety hazards for pedestrians and bicyclists.
- D. **Public participation and Planning.** 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. **If there is significant opposition to the project, applicants should summarize any major points of concern raised by the opposition and provide a response.**
- E. **Scope and Plan Layout Consistency and Cost Effectiveness.** Evidence that the application, scope and plan layout are consistent with one another and depict what is being proposed. A project's cost effectiveness is the relative costs of the project in comparison to the project's benefits.

- F. Scope and Plan Layout Consistency. Evidence that the application, scope and plan layout are consistent with one another and depict what is being proposed.
- G. Implementation and Plan Development. Specific to applicants using the “plan” application form. Applicant should show evidence that the plan will lead to implementation of the identified projects.
- H. Context sensitive bikeways/walkways and innovative project elements. Applicants should consider the “recognized best” solutions that are appropriate for the local community context, and describe the innovative features of the project, OR explain why the context of the project best lends itself to standard treatments/features.
- I. Transformative Projects. Evidence of the transformative nature of the project will help to inform the score. In addition, applicants should address the potential for the project to support existing and planned housing, especially affordable housing.
- J. Evaluation and Sustainability. How will the effectiveness of the program be measured and sustained after completion.
- K. Leveraging. Leveraging of non-ATP funds (excluding in-kind contributions) on the ATP project scope proposed.
- L. Corps. Use of the California Conservation Corps or a certified local 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. An exception applies for applicants using the Plan application type.
  - a. General information and instructions for consulting with the Corps on ATP projects can be found at the California Conservation Corps website or at the California Association of Local Conservation Corps website.
  - b. The California Corps can be contacted at [atp@ccc.ca.gov](mailto:atp@ccc.ca.gov).
  - c. Qualified Community conservation corps can be contacted at [inquiry@atpcommunitycorps.org](mailto:inquiry@atpcommunitycorps.org).
  - d. 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.
  - e. Funded projects will be required to report on the use of the California Conservation Corps or a certified local community conservation corps as noticed in the application
- M. Past performance. Applicant’s performance on past ATP projects. Point reduction for non- use of the Corps as committed to in a past ATP award or project failure on any past ATP project.

## PROJECT SELECTION BETWEEN PROJECT APPLICATIONS WITH THE SAME SCORE

If two or more project applications receive the same score that is the funding cut-off score, the following criteria will be used to determine which project(s) will be funded:

- Infrastructure projects
- Project readiness including, but not limited to, completed environmental documents

- Highest score on the highest point value question
- Highest score on the second highest point value question.

## 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 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.

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. The MAG will then present the recommended project list to the Programming Subcommittee, TTC, PAC, and to the Policy Board for approval before requesting final approval from the CTC of the program of projects.

## PROGRAMMING

The ATP 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. Requested programming years may vary based on programming capacity.

The program of projects for each fiscal year will include, for each project, the amount to be funded from the ATP, 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 ATP will include costs for each of the following phases:

- Project approval and environmental document,
- Plans, specifications, and estimates,
- Right-of-way; and
- Construction.

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

When proposing to fund only preconstruction phases 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.

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 ATP 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.

Project applications found to not meet Project Study Report (PSR) equivalency will be required to take corrective action prior to allocation of funds. Refer to the CTC guidelines; section VI, for specific requirements.

## PERFORMANCE METRICS

Successful projects must submit the required performance metric data within six months of programming. The Commission may delete a project for which no performance metric data is received. The Commission will not consider approval of a project allocation for projects that have not submitted the required performance metric data. Refer to the CTC guidelines; section 23 for required performance metric data.

## CONTINGENCY PROJECT LIST

FCOG will adopt a list of projects for programming the Regional Competitive ATP that is financially constrained with the amount of ATP funding available (as identified in the CTC's 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 any of the previous cycles of Regional Competitive ATP. This will ensure that the regional competitive ATP will fully use all ATP funds. This contingency list will be in effect only until the adoption of the next programming cycle.

## BASELINE AGREEMENTS

In accordance with the SB 1 Accountability and Transparency Guidelines the Commission requires Baseline Agreements for ATP projects with a total project cost of \$25 million or greater (all funds) or a total programmed amount of \$10 million or greater in ATP funds. Please reference section 27 of the adopted CTC ATP guidelines for requirements for baseline agreements.

## PROGRAM/PROJECT AMENDMENTS

Project amendments requested by implementing agencies shall receive the approval of all partner and funding entities before submittal presentation to the Commission. Amendment requests should be submitted in a timely manner and include documentation that supports the requested change and its impact on the scope, cost, schedule, **public support** and benefits.

Caltrans shall coordinate all amendment requests and utilize the Project Programming Request form to help document the change. Implementing agencies must notify Caltrans in writing of proposed project amendments.

Project amendments will be considered for the Active Transportation Program as follows:

- Scope Changes – The Commission may consider changes to the scope of the project only as described below.
- Funding Distribution Changes – The Commission may consider a request to move funds between phases after a project has been programmed only as described below.

Schedule changes to a project will not be considered. Time extensions are allowed as specified in the timely use of funds section. ATP will not fund any cost increases to the project. Any cost increases should

be funded from other fund sources. If there is a change in the cost estimate, the implementing agency must notify Caltrans as soon as possible. The written notification should explain the change and the plan to cover the increase.

#### A. Scope Changes

The Commission will consider changes to the approved scope submitted in the project application to assist agencies in implementing their ATP projects and maximize the overall benefits of the ATP. An agency requesting a scope change must submit a request to Caltrans that includes the following:

- An explanation of the proposed scope change.
- The reason for the proposed scope change.
- The impact the proposed scope change would have on the overall cost of the project.
- An estimate of the impact the proposed scope change would have on the potential of the project to increase walking and bicycling as compared to the benefits identified in the project application (increase or decrease in benefit).
- An estimate of the impact the proposed scope change would have on the potential of the project to increase the safety of pedestrians and bicyclists as compared to the benefits identified in the project application (increase or decrease in benefit).
- An explanation of the methodology used to develop the aforementioned estimates.
- Evidence of public support for the new scope.
- Revalidation of the environmental document(s), if needed.
- How the scope change impacts the project schedule.
- An explanation of how the scope change affects the project budget, and how increases will be funded, or savings will be utilized.
- For projects programmed in the Metropolitan Planning Organization (MPO) component, evidence of MPO approval and the MPO rationale for their approval

Caltrans will review the proposed scope change and forward the proposed scope change with Caltrans' written analysis and recommendation to the Commission for the Commission's approval.

Commission staff accepts or denies minor scope changes and will present those that are accepted to the Commission as a part of the project allocation request. Minor scope changes are those that stay true to the project proposed in the application, with little or no impact to project benefits, strong public support, or increase the benefits of the project. If Commission staff determines the minor scope change should be denied, Caltrans will resubmit the scope change request as a major scope change.

Caltrans will present recommendations to approve or disapprove major scope changes to the Commission as a project amendment agenda item at a regularly scheduled Commission meeting. Commission staff may recommend denying a scope change if the request dramatically changes the project scope and intent from what was approved in the application, or if there is a loss in benefits. The Commission may approve or deny the scope change request, regardless of staff and Caltrans' recommendations.

#### B. Funding Distribution Changes

Agencies may request to move amounts between programmed phases (Environmental Studies and Permits (PA&ED), Plans, Specs and Estimates (PS&E), Right of Way (ROW) and Construction).

Moving funds between phases will not increase the total programmed amount. The agency must show that the project remains fully funded and that the benefit of the project will remain the same or increase. All funding distribution change requests must be considered by the Commission for approval. When preparing a request for a funding distribution change, agencies should consider the following:

- The request cannot be made in the same state fiscal year in which the funds have been programmed.
- The funds that are part of the request cannot have been allocated.

- Funds programmed in construction cannot be moved out of construction.
- An agency can only request a funding distribution change once during the life of the project. Agencies should consider waiting until after the environmental review has been completed to submit a funding distribution change.

The notification to Caltrans must include:

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

## ALLOCATIONS

When an agency is ready to implement a project or project phase, the agency will submit an allocation request to Caltrans. The typical time required, after receipt of the request, to complete Caltrans review and recommendation and Commission allocation is 60 days.

Caltrans will review the request and determine whether or not to recommend the request to the Commission for action. The recommendation will include a determination of project readiness, the availability of appropriated funding, and the availability of all identified and committed supplementary funding, and the consistency with the project's baseline agreement, if applicable. When Caltrans develops its construction allocation recommendation, the Commission expects Caltrans to certify that a project's plans specifications and estimate are complete, and match the application scope or approved scope amendment, environmental and right-of-way clearances are secured, and all necessary permits and agreements are executed. **The Commission will only consider an allocation of construction funds to projects that are ready to advertise.** Projects using the design-build or design-sequencing contracting methods shall be considered ready for allocation upon completion of environmental clearance. Readiness for projects to be transferred to FTA shall be consistent with FTA's definition of readiness for obligation.

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 (CEQA). 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 (NEPA). Exceptions to this policy may be made in instances where federal law allows for the acquisition of right-of-way prior to completion of NEPA review.

**The Commission will approve the allocation in whole thousands of dollars if the funds are available and the allocation is necessary to implement the project as included in the adopted ATP. If there is a cost increase to the project, the implementing agency must submit an updated PPR form that identifies the cost increase and the fund source that will cover the cost increase. The ATP does not fund cost increases except for Caltrans implemented projects. If the fund source(s) is (are) not identified to cover the cost increase, the project component will be lapsed.**

**Applicants that have partnered with an implementing agency must include a copy of the Memorandum of Understanding or Interagency Agreement between the project applicant and implementing agency with the allocation request.**

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 ATP. If there are insufficient program funds to approve an allocation, the Commission may delay the allocation of funds to a project **until the next fiscal year without requiring an extension.**

In order to ensure the timely use of all program funds, the CTC will, **contingent upon availability, advance** allocate funds to projects programmed in a future fiscal year on a first-come, first served basis. Should requests for advance allocations exceed available capacity; the CTC will give priority to projects programmed in the current-year.

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

Any scope changes must be presented to Caltrans for consideration prior to allocation in the manner described above and in section 28 of the adopted ATP state guidelines.

## PROJECT DELIVERY

### LETTER OF NO PREJUDICE

The CTC will consider approval of a Letter of No Prejudice (LONP) to advance a project programmed in the ATP. Approval of the LONP will allow the agency to begin work and incur eligible expenses prior to allocation. The Amended LONP Guidelines are on the CTC website.

### TIMELY USE OF FUNDS

ATP allocations are requested by project phase, Environmental Phase (PA&ED), Design Phase (PS&E), Right-of-Way Phase (ROW), and Construction Phase (CON). Each allocation must be requested in the fiscal year that the phase is programmed. Construction allocations are valid for award for six months from the date of allocation unless the Commission approves an extension. When programmed funds are not allocated within the fiscal year programmed or within the time allowed by an approved extension, the project will be deleted from the Active Transportation Program.

The CTC may extend the deadline only once for allocation and only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed twelve months. If extraordinary issues exist that require a longer extension, the implementer may request up to 20 months for allocation only. Extension requests for a project in the regional selected portion of the program must include a recommendation by FCOG, consistent with the preceding requirements.

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. The implementing agency must invoice Caltrans for these costs no later than 180 days after the fiscal year in which the final expenditure occurred.

The Commission may extend the deadline only once for contract award and only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed twelve months.

After award of the contract, the implementing agency has up to 36 months to complete (accept) the contract. At the time of construction fund allocation, the Commission 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 Commission may extend the deadlines for expenditures for project development or right-of-way, or for contract completion no more than one time, only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed more than 12 months for project completion and 12 months for expenditure.

Except for the allocation of funds, the request to extend the deadline for any of the above must be received by Caltrans prior to the expiration date. For allocation of funds, the time extension must be approved by the Commission by June 30th of the year the funds are programmed; otherwise the funds will lapse.

Projects must commence the right-of-way phase or actual construction within 10 years of receiving pre-construction funding through the Active Transportation Program, or the implementing agency must repay the Active Transportation Program funds. Repaid funds will be made available for redistribution in the subsequent programming cycle.

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. **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 phase is less than the amount allocated, the savings generated will not be available for future programming.**

Caltrans will track the delivery of ATP projects and submit to the CTC the required reports showing the delivery of each project phase.

## DELIVERY DEADLINE EXTENSIONS

The Commission may extend a delivery deadline, as described in the Timely Use of Funds Section, upon the request of the implementing agency. No deadline may be extended more than once. However, there are separate deadlines for allocations, contract award, expenditures, and project completion. Each project phase has its own deadline. The Commission may consider the extension for each deadline separately.

All requests for project delivery deadline extensions shall be submitted directly to Caltrans for processing prior to the expiration date. The extension request should describe the specific circumstance that justifies the extension and identify the delay directly attributable to the circumstance. Caltrans will review and prepare a written analysis of the proposed extension requests and forward the written analysis and recommendation to the Commission for action.

## FEDERAL REQUIREMENTS

Unless fully 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 33, for examples of federal requirements that must be met when administering ATP 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 34, 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 COST SAVINGS

Savings at contract award may be used to expand the scope of the project only if the expanded scope provides additional quantifiable active transportation benefits. The expanded scope must be approved by the Commission's Executive Director prior to contract award. All other contract award savings will be returned proportionally.

Savings at project completion must be returned proportionally except when an agency has, subsequent to project programming, committed additional funds to the project to fund a cost increase. In such instances, savings at project completion may be returned to other fund types first, until the proportions match those at programming. Any additional savings at project completion must be returned proportionally.

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, construction (infrastructure) or construction (non-infrastructure) for another allocated project phase, provided that the total expenditure shifted to a phase in this way is not more than 20 percent of the amount actually allocated for either phase. This means that the amount transferred by a local agency from one phase to another may be no more than 20 percent of whichever of the phases has received the smaller allocation from the Commission.

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. Project savings, including savings from projects programmed in the MPO component, will return to the overall ATP and be available to a programmed project advanced from a future fiscal year.

## PROJECT REPORTING

The purpose of all required reports is to ensure that the project is executed on time and is within the scope and budget identified when the decision was made to fund the project. The ATP program adheres to the program accountability requirements set forth in the SB1 Accountability and Transparency Guidelines. The reporting provisions specified in the SB 1 Accountability and Transparency Guidelines **apply to all projects programmed** in the ATP.

All implementing agencies must submit regular progress reports, a completion report and a final delivery report to Caltrans. Implementing agencies should refer to the [Local Assistance website](#) for details.

An agency implementing a project in the MPO selected portion of the program is required to also submit copies of all of its reports to the MPO. However, all agencies are encouraged to submit copies of their reports to their MPO or RTPA.

## AUDITS

The audit requirements as outlined in the Commission's Accountability and Transparency Guidelines will be required for all projects programmed in the ATP.

## ROLES AND RESPONSIBILITIES

### CALIFORNIA TRANSPORTATION COMMISSION (CTC)

The CTC responsibilities include:

- Adopt guidelines, policies, and application for the ATP.
- Adopt ATP Fund Estimate.
- Evaluate, score and rank projects, including forming and facilitating the Project Evaluation Committee.
- In consultation with Regional Agencies and Caltrans, recommend and adopt a program of projects, including:
  - The statewide component of the ATP,
  - The small urban and rural component of the ATP 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.
- Maintain a contingency list of projects to be amended into the program in the event a programmed project is delivered under the programmed amount of if a project fails, approve and recommend such amendments for Commission approval. This contingency list will be in effect only until the adoption of the next statewide program.
- Post recommendations and final adopted list of approved projects on the Commission's website
- Allocate funds to projects.
- Publish a Status Report of the ATP annually to increase the transparency of the program and show the progress of the programmed projects
- Review project amendment requests and recommend approval or denial to the commission
- Evaluate and report to the legislature.

### CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

Caltrans has the primary responsibility for the administration of the adopted ATP. Responsibilities include:

- Prepare and provide statewide program and procedural guidance. Conduct outreach through various networks such as, but not limited to, the Active Transportation Program website, and at conferences, meetings, or workgroups
- Develop and provide program training.
- Solicit project applications for the program.
- Perform eligibility and deliverability reviews of ATP projects at the Commission's request and inform the Commission of any identified issues **in writing and before consensus scores are submitted by the evaluators.**
- Assist as needed in functions such as facilitating project evaluation teams and evaluating applications.
- Notify successful applicants of their next steps after each call for projects.
- Recommend project allocations (including funding type) to the Commission.
- Make Project Amendment recommendations to the Commission.
- Track and report on project implementation, including project completion.

- Create reports required by the Commission and solicit implementing agencies to submit required reports in a timely manner.
- Perform audits of selected projects in accordance with generally accepted government auditing standards.
- Serve as the main point of contact in project implementation, including administering the contract(s) for the ATP Resource Center.

## 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 disadvantaged communities.
- FCOG is using a different minimum project size for its regional competitive ATP selection process than the statewide guidelines.
- FCOG will notify the Commission of their intent to have a supplemental call no later than the application deadline and will consider the projects that were not selected through the statewide competition along with those received in the supplemental call for projects.
- FCOG will submit copies of all applications received by the MPO. Projects recommended for programming by an MPO will not be considered for funding unless the application is received by the designated 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 fails to deliver. 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 in consultation with Commission staff and Caltrans.
- Submit an annual assessment of FCOG's regional competitive ATP in terms of its effectiveness in achieving the goals of the overall ATP.

## PROJECT APPLICANT

Project applicants nominate ATP projects for funding consideration by submitting an application by the deadline. If awarded ATP 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.

## PROJECT SIGNAGE

The implementing agency must, for all SB 1 projects, include signage stating that the project was made possible by SB 1 – The Road Repair and Accountability Act of 2017. The signage should be in compliance with applicable federal or state law, and Caltrans’ manual and guidelines, including but not limited to the provisions of the California Manual on Uniform Traffic Control Devices.

## ACTIVE TRANSPORTATION PLANS

The ATP provides for the creation of Active Transportation Plans. Funding from the ATP 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. A list of the components that must be included in an active transportation plan can be found in Appendix A of the statewide guidelines.

**Please note:** The statewide guidelines state that a large MPO, in administering its portion of the program, may make up to 2% of its funding available for active transportation plans in disadvantaged communities within the MPO boundaries. **Although Fresno COG does not intend to set-aside funding for active transportation plans, no more than 2% of the total ATP regional funds can be used to fund active transportation plans in disadvantaged communities.** Refer to section 9 of the statewide guidelines for detailed information on “Funding for Active Transportation Plans” and the funding priorities that will be used when evaluating the potential to fund active transportation plan in disadvantaged communities.

## PROGRAM EVALUATION

The ATP 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 ATP 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.

# APPENDIX A

## Fresno Council of Governments

2021 Active Transportation Program Cycle 5 Regional Share Targets

Cycle 5 Program - FY 2021-22 through FY 2024-25

*ATP Regional Share (in thousands)*

<b>Fund Source</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Total</b>
Federal STBG (TAP)			\$584	\$584	<b>\$1,168</b>
Federal Other			\$248	\$248	<b>\$496</b>
State	\$1,047	\$1,090	\$507	\$507	<b>\$1,014</b>
<b>Total ATP Regional Share</b>	<b>\$1,047</b>	<b>\$1,090</b>	<b>\$1,339</b>	<b>\$1,339</b>	<b>\$4,815</b>

Per SB 99, 25% of overall program funds shall benefit disadvantaged communities.



# Fresno Council of Governments

## ***Cycle 5***

***2021 REGIONAL COMPETITIVE  
ACTIVE TRANSPORTATION PROGRAM***

### ***GUIDELINES***

***Adopted by Fresno COG Policy Board on  
4/30/2020***

***To be approved by the  
California Transportation Commission  
05/13/2020***



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# INTRODUCTION

## BACKGROUND

The Active Transportation Program (ATP) was created by Senate Bill 99 (Chapter 359, Statutes of 2013) and Assembly Bill 101 (Chapter 354, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking. Senate Bill 1 (Chapter 2031, statutes of 2017) directs additional funding from the Road Maintenance and Rehabilitation Account to the ATP.

The California Transportation Commission (CTC) develops guidelines for each ATP cycle that describes the policy, standards, criteria, and procedures for the development, adoption, and management of the ATP. The CTC guidelines lay out the programming policies, procedures and project selection criteria for the statewide competitive program, small urban/rural and large MPO regional competitive programs. Large MPOs, such as Fresno COG, have the option of developing regional guidelines.

These guidelines describe the policy, standards, criteria, and procedures for the development, adoption, and management of the Regional Competitive Fresno Council of Governments (FCOG) ATP. The Regional ATP Guidelines substantially follow those of the CTC, but include some differences based on the region's existing priorities. The guidelines were developed in consultation with FCOG's ATP 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 ATP at the Metropolitan Planning Organization (MPO) level.

## PROGRAM PURPOSE AND GOALS

Pursuant to statute, the purpose of the program is to encourage increased use of active modes of transportation, such as biking and walking. The goals of the ATP 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.

In addition to the goals listed in statute, the ATP will also consider state goals and provisions set forth in Executive Order N-19-19 including state housing goals.

## PROGRAM SCHEDULE AND FUNDING YEARS

The Cycle 5 Statewide guidelines for the 2021 four-year program of projects (covering state fiscal years 2021/22, 2022/23, 2023/24 and 2024/25) were adopted on March 25, 2020 by the CTC. Each program of projects must be adopted no later than the date designated in statute 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 2021 ATP:

Commission hearing and adoption of ATP Guidelines	March 25-26, 2020*
Commission adopts ATP Fund Estimate	March 25-26, 2020*
Call for projects	March 25-26, 2020*
FCOG ATP Regional Guidelines to TTC/PAC for approval	April 10, 2020
Large MPOs submit optional guidelines to Commission	April 17, 2020
FCOG ATP Regional Guidelines to Policy Board for adoption	April 30, 2020
Commission approves or rejects MPO guidelines	May 13-14, 2020*
<b>Project applications to Caltrans (postmark date)</b>	<b>June 15, 2020</b>
<b>Regional project application copies and resolutions due to FCOG</b>	<b>August 14, 2020</b>
Staff recommendation for statewide and small urban and rural portions of the program posted	November 16, 2020
Commission adopts statewide and small urban and rural portions of the program	December 2-3, 2020
Projects not programmed distributed to large MPOs based on location	December 2020
FCOG MAG Reviews and Scores regional projects	December 9, 2020**
FCOG project recommendations to TTC/PAC for approval	January 8, 2021
Deadline for MPO <b>Draft</b> project programming recommendations to the Commission	January 18, 2021
FCOG project recommendations to Policy Board for adoption	January 28, 2021
Deadline for MPO <b>Final</b> project programming recommendations to the Commission	April 2, 2021
Commission adopts MPO selected projects	May 2021*

\*Exact dates will coincide with the CTC's adopted 2020/2021 calendars.

\*\*Date subject to change

## FUNDING

### SOURCE

The ATP 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.
- Road Maintenance and Rehabilitation Account (SB 1)

In addition to furthering the purpose and goals of this program, all ATP projects must meet eligibility requirements specific to at least one ATP funding source.

### DISTRIBUTION

ATP funds from the State of California provide an important funding source for active transportation projects. State and federal law segregate the ATP into multiple, overlapping components. The ATP 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.

The 2021 ATP Fund Estimate was adopted at the March 25, 2020 CTC meeting. The regional shares available for Cycle 5 of ATP funding (FY 2021-22 through FY 2024-25) are \$4.8 million per the adopted 2021 ATP Fund Estimate (Appendix A).

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. Matching funds cannot be expended prior to the CTC allocation of ATP 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 ATP 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. Refer to the CTC guidelines; section 7 and 8, for specific requirements on matching and leveraging fund requirements.

## **REIMBURSEMENT**

The ATP is a reimbursement program for eligible costs incurred. In order for an item to be eligible for ATP reimbursement, that item's primary use or function must meet the ATP purpose and at least one of the ATP goals. Reimbursement is requested through the invoice process detailed in Chapter 5, Invoicing, 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 \$2,000,000 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/)). However, trails that serve active transportation purposes (such as multi-use paths, Class I bikeways, etc.) are fully eligible in the ATP and

need not meet the Recreational Trails Program requirements.

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).

*Funding for active transportation plans must be consistent with the plan requirements identified in the CTC adopted ATP Guidelines. Please refer to the CTC adopted ATP Guidelines Appendix A for more information regarding the funding of plans.*

## ELIGIBILITY

### ELIGIBLE APPLICANTS

The applicant and/or implementing agency for ATP 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 ATP 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.
  - For funding awarded to a tribal government, a fund transfer to the Bureau of Indian Affairs (BIA) may be necessary.
  - A tribal government may also partner with another eligible entity to apply if desired.
- 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.

A project applicant found to have purposefully misrepresented information that could affect a project's score may result in the applicant being excluded from the program for the current cycle and the next cycle.

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

Eligible applicants that are unable to apply for ATP 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. If another entity agrees to be the implementing agency and 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 some of the funds in the ATP are federal funds, all 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 phases proposed for programming, it must provide at least a preliminary estimate of costs for all phases. PSR guidelines are posted on the CTC's website: <https://catc.ca.gov/programs/state-transportation-improvement-program>

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

- **Plans:** The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan that encompasses or is predominately located in a disadvantaged community.
- **Non-infrastructure Projects:** Education, encouragement, and enforcement activities that further the goals of this program. Non-infrastructure projects are not limited to those benefiting school students. NI projects can be start-up programs or new and/or expanded components of existing programs. The CTC intends to focus funding for non-infrastructure on start-up projects. A project is considered to be a start-up when no program currently exists. A project with new and/or expanded components to an existing program must demonstrate how the original program is continuing without ATP funding. The ATP funds cannot fund ongoing program operations. All NI projects must demonstrate how the program is sustainable and will be continued after ATP funding is exhausted.
- **Infrastructure projects with non-infrastructure components:** This is a capital improvement project that includes an education, encouragement, or enforcement component. The non-infrastructure component should be mentioned throughout the application and enhance the infrastructure project.
- **Quick-Build Project Pilot:** The Commission will consider a small number of quick-build projects for the 2021 ATP as a pilot. Quick-build projects are interim capital improvement projects that further the goals of the ATP. These projects do require construction, but are built with

durable, low to moderate cost materials and last from one year to five years. See Appendix D in the CTC adopted guidelines for additional details. Quick-Build projects are not applicable to the region if they are not selected at the state.

## EXAMPLE PROJECTS

Below is a list of projects generally considered eligible for ATP 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 improving the active transportation operations/usability and 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. Components may include but are 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.
  - 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 or designed to promote walking and biking on a daily basis.
  - 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 ATP.

## PROJECT TYPE REQUIREMENTS

As discussed in the Funding Distribution section (above), State and Federal law segregate the ATP into multiple, overlapping components. SB 99 specifies that at least 25% of funds must benefit disadvantaged communities within each of the program components. However, the ATP also includes other project types that must meet certain requirements. Below is an explanation of the requirements specific to the project types listed in SB 99.

### DISADVANTAGED COMMUNITIES

For a project to contribute toward the Disadvantaged Communities funding requirement of 25%, the project must clearly demonstrate, with verifiable information, a direct, meaningful, and assured benefit to a disadvantaged community. To count as providing a benefit, a project must fulfill an important need of low-income people in a way that provides a significant benefit and targets its benefits primarily to low-income people while avoiding substantial burdens on a disadvantaged community.

For a project to qualify as directly benefiting a disadvantaged community, the project must be located within or in reasonable proximity and have a direct connection, to the disadvantaged community served by the project; or the project must be an extension or a segment of a larger project that connects to or directly adjacent to that disadvantaged community. It is incumbent upon the applicant to clearly articulate how the project benefits the disadvantaged community; there is no presumption of benefit, even for projects located within a disadvantaged community. To qualify as a disadvantaged community the community served by the project must meet at least one of the following criteria:

- **Median Household Income:** The Median Household Income (Table ID B19013) is less than 80% of the statewide median based on the most current Census Tract (ID 140) level data from the 2014-2018 American Community Survey (<\$56,982). Communities with a population less than 15,000 may use data at the Census Block Group (ID 150) level. Unincorporated communities may use data at the Census Place (ID 160) level. Data is available at: <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>
- **CalEnviroScreen:** An area identified as among the most disadvantaged 25% in the state according to the CalEPA and based on the California Communities Environmental Health Screening Tool 3.0 (CalEnviroScreen 3.0) scores (scores must be greater than or equal to 39.34). This list can be found at the following link under SB 535 List of Disadvantaged Communities: <http://www.calepa.ca.gov/EnvJustice/GHGInvest/>
- **National School Lunch Program:** At least 75% of public school students in the project area are eligible to receive free or reduced- price meals under the National School Lunch Program. Data is available at: <http://www.cde.ca.gov/ds/sd/sd/files.asp>. Applicants using this measure must indicate how the project benefits the school students in the project area. Project must be located within 2 miles of the school(s) represented by this criteria.
- **Healthy Places Index:** The Healthy Places Index includes a composite score for each census tract in the State. The higher the score, the healthier the community conditions based on 25 community characteristics. The scores are then converted to a percentile to compare it to other tracts in the State. A census tract must be in the 25th percentile or less to qualify as a disadvantaged community. The [live map](#) and the direct data can both be found on the California Healthy Places Index website: <https://map.healthyplacesindex.org/>.
- **Native American Tribal Lands:** Projects located within Federally Recognized Tribal Lands (typically within the boundaries of a Reservation or Rancheria).
- **Other:** If a project applicant believes a project benefits a disadvantaged community but the project does not meet the aforementioned criteria due to a lack of accurate information, the applicant may submit another means of qualifying for consideration. Suggested alternatives that can be submitted under this category include:
  - Census data that represents a small neighborhood or unincorporated area. The applicant must submit for consideration a quantitative assessment, such as a survey,



- to demonstrate that the community’s median household income is at or below 80% of that state median household income.
- o CalEnviroScreen data that represents a small neighborhood or unincorporated area. The applicant must submit for consideration an assessment to demonstrate that the community’s CalEnviroScreen score is at or above 39.34.

## PROJECT SELECTION PROCESS

### REGIONAL COMPETITIVE ATP PROJECT SELECTION

Fresno COG will hold a separate call for projects for the Regional Active Transportation Program and have a regional evaluation process. Applicants may apply for either the State ATP program or Regional ATP program, or to both. Fresno COG encourages all ATP projects be submitted to the State ATP competitive program, although it is not required. Projects not selected for programming in the statewide competition must be considered in the regional 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:

- 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, phases, state only funding requests, amount benefitting disadvantaged communities
  - Project type designations such as non-infrastructure, Safe Routes to School, etc.
- Board resolution approving program of projects
- Updated Project Programming Requests (PPRs)
- Copies of all project applications

### PROJECT APPLICATION AND SUBMITTAL REQUIREMENTS

ATP project applications will be available at: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle5>.

The FCOG Regional Competitive ATP information will be made available at: <https://www.fresnocog.org/project/active-transportation-program-atp/>.

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

There will be five different applications available for applicants to complete depending on the project type and size. It is incumbent on the applicant to complete the application appropriate for their project. Applicants applying for infrastructure projects must utilize the application type based on the entire project cost, not the ATP request amount. All eligible projects must apply with one of the following application types. Applications for plans may not be combined with applications for infrastructure or non-infrastructure projects. The five application types are:

- A. **Large Project:** Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total project cost of greater than \$7 million will be considered a Large Project and must use the Large Project application. Commission staff may conduct onsite field reviews on a selection of projects that qualify as large projects. Field reviews are not indicative of the project’s likelihood of funding.

**B. Medium Project:** Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total project cost of more than \$2 million and up to \$ 7 million will be considered a Medium Project and must use the Medium Project application.

**C. Small Project:** Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total project cost of \$2 million or less will be considered a Small Project and must use the Small Project application.

**D. Non-infrastructure Only**

**E. Plan:** Plans cannot be combined with any other type of project.

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: Jennifer Soliz  
2035 Tulare Street Suite 201  
Fresno, CA 93721

Please submit eight hard copies and one electronic copy of a complete application. Applications must be postmarked by the application deadline.

For questions or concerns, please contact Jennifer Soliz at [jsoliz@fresnocog.org](mailto:jsoliz@fresnocog.org). You may also contact us by phone at 559-233-4148 ext. 223.

## SCREENING CRITERIA

Before evaluation, project applications will be screened for the following:

- Consistency with an adopted regional transportation plan.
- Use of appropriate application.
- Supplanting Funds: 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.
- Eligibility of project: Project must be one of the four types of projects listed in Section 13 of the adopted CTC ATP Cycle 5 guidelines.

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. Applicants with projects that are screened out will be notified as soon as non-eligibility has been determined. Please reference section 14 in the adopted CTC guidelines for further screening criteria requirements.

## 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 ATP and requirements of the various fund sources.

See the chart below to reference the scoring criteria and points allotted to the different types of applications. The chart shows the maximum number of points allowed for each scoring criteria and type of application. If a scoring criteria is gray, it is not applicable to that application type.

	Scoring Topic	Plan Application	Non-Infrastructure Only Application	Infrastructure or Infrastructure/Non-Infrastructure Applications		
				Small	Medium	Large
A.	Benefit to Disadvantaged Communities (DAC)	30	10	10	10	10
B.	Need	20	40	52	40	38
C.	Safety		10	25	25	20
D.	Public Participation & Planning	25	15	10	10	10
E.	Scope and Plan Layout Consistency and Cost Effectiveness					7
F.	Scope and Plan Layout Consistency		10	3	5	
G.	Implementation & Plan Development	25				
H.	Context Sensitive & Innovation		5		5	5
I.	Transformative Projects					5
J.	Evaluation and Sustainability		10			
K.	Leveraging				5	5
L.	Corps (0 or -5)		0 or -5	0 or -5	0 or -5	0 or -5
M.	Past Performance (0 to -10)	0 to -10	0 to -10	0 to -10	0 to -10	0 to -10
	<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

- A. Benefit to Disadvantaged Communities. The benefit provided to the disadvantaged community affected by the project. The score will be impacted by the project location in relation to the disadvantaged community, the severity, and the direct benefit the project will provide. Applicants will also, if applicable, explain how anti-displacement policies and actions are being implemented to discourage gentrification of the community being impacted by the project.
- B. Need. 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.
- C. Safety. Potential for reducing the number and/or rate or the risk of pedestrian and bicyclist fatalities and injuries, including the identification of safety hazards for pedestrians and bicyclists.
- D. Public participation and Planning. 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. If there is significant opposition to the project, applicants should summarize any major points of concern raised by the opposition and provide a response.
- E. Scope and Plan Layout Consistency and Cost Effectiveness. Evidence that the application, scope and plan layout are consistent with one another and depict what is being proposed. A project's cost effectiveness is the relative costs of the project in comparison to the project's benefits.

- F. Scope and Plan Layout Consistency. Evidence that the application, scope and plan layout are consistent with one another and depict what is being proposed.
- G. Implementation and Plan Development. Specific to applicants using the “plan” application form. Applicant should show evidence that the plan will lead to implementation of the identified projects.
- H. Context sensitive bikeways/walkways and innovative project elements. The “recognized best” solutions appropriate for the local community context will be considered, and a description of the innovative features of the project. OR explain why the context of the project best lends itself to standard treatments/features.
- I. Transformative Projects. Evidence of the transformative nature of the project will help to inform the score. In addition, applicants should address the potential for the project to support existing and planned housing, especially affordable housing.
- J. Evaluation and Sustainability. How will the effectiveness of the program be measured and sustained after completion.
- K. Leveraging. Leveraging of non-ATP funds (excluding in-kind contributions) on the ATP project scope proposed.
- L. Corps. Use of the California Conservation Corps or a certified local 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. An exception applies for applicants using the Plan application type.
  - a. General information and instructions for consulting with the Corps on ATP projects can be found at the [California Conservation Corps website](#) or at the [California Association of Local Conservation Corps website](#).
  - b. The California Corps can be contacted at [atp@ccc.ca.gov](mailto:atp@ccc.ca.gov).
  - c. Qualified Community conservation corps can be contacted at [inquiry@atpcommunitycorps.org](mailto:inquiry@atpcommunitycorps.org).
  - d. 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.
  - e. Funded projects will be required to report on the use of the California Conservation Corps or a certified local community conservation corps as noticed in the application
- M. Past performance. Applicant’s performance on past ATP projects. Point reduction for non- use of the Corps as committed to in a past ATP award or project failure on any past ATP project.

## PROJECT SELECTION BETWEEN PROJECT APPLICATIONS WITH THE SAME SCORE

If two or more project applications receive the same score that is the funding cut-off score, the following criteria will be used to determine which project(s) will be funded:

- Infrastructure projects
- Project readiness including, but not limited to, completed environmental documents

- Highest score on the highest point value question
- Highest score on the second highest point value question.

## 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 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.

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. The MAG will then present the recommended project list to the Programming Subcommittee, TTC, PAC, and to the Policy Board for approval before requesting final approval from the CTC of the program of projects.

## PROGRAMMING

The ATP 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. Requested programming years may vary based on programming capacity.

The program of projects for each fiscal year will include, for each project, the amount to be funded from the ATP, 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 ATP will include costs for each of the following phases:

- Project approval and environmental document,
- Plans, specifications, and estimates,
- Right-of-way; and
- Construction.

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

When proposing to fund only preconstruction phases 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.

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 ATP 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.

Project applications found to not meet Project Study Report (PSR) equivalency will be required to take corrective action prior to allocation of funds. Refer to the CTC guidelines; section VI, for specific requirements.

## PERFORMANCE METRICS

Successful projects must submit the required performance metric data within six months of programming. The Commission may delete a project for which no performance metric data is received. The Commission will not consider approval of a project allocation for projects that have not submitted the required performance metric data. Refer to the CTC guidelines; section 23 for required performance metric data.

## CONTINGENCY PROJECT LIST

FCOG will adopt a list of projects for programming the Regional Competitive ATP that is financially constrained with the amount of ATP funding available (as identified in the CTC's 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 any of the previous cycles of Regional Competitive ATP. This will ensure that the regional competitive ATP will fully use all ATP funds. This contingency list will be in effect only until the adoption of the next programming cycle.

## BASELINE AGREEMENTS

In accordance with the SB 1 Accountability and Transparency Guidelines the Commission requires Baseline Agreements for ATP projects with a total project cost of \$25 million or greater (all funds) or a total programmed amount of \$10 million or greater in ATP funds. Please reference section 27 of the adopted CTC ATP guidelines for requirements for baseline agreements.

## PROGRAM/PROJECT AMENDMENTS

Project amendments requested by implementing agencies shall receive the approval of all partner and funding entities before submittal presentation to the Commission. Amendment requests should be submitted in a timely manner and include documentation that supports the requested change and its impact on the scope, cost, schedule, public support and benefits.

Caltrans shall coordinate all amendment requests and utilize the Project Programming Request form to help document the change. Implementing agencies must notify Caltrans in writing of proposed project amendments.

Project amendments will be considered for the Active Transportation Program as follows:

- Scope Changes – The Commission may consider changes to the scope of the project only as described below.
- Funding Distribution Changes – The Commission may consider a request to move funds between phases after a project has been programmed only as described below.

Schedule changes to a project will not be considered. Time extensions are allowed as specified in the timely use of funds section. ATP will not fund any cost increases to the project. Any cost increases should

be funded from other fund sources. If there is a change in the cost estimate, the implementing agency must notify Caltrans as soon as possible. The written notification should explain the change and the plan to cover the increase.

#### A. Scope Changes

The Commission will consider changes to the approved scope submitted in the project application to assist agencies in implementing their ATP projects and maximize the overall benefits of the ATP. An agency requesting a scope change must submit a request to Caltrans that includes the following: An explanation of the proposed scope change.

- The reason for the proposed scope change.
- The impact the proposed scope change would have on the overall cost of the project.
- An estimate of the impact the proposed scope change would have on the potential of the project to increase walking and bicycling as compared to the benefits identified in the project application (increase or decrease in benefit).
- An estimate of the impact the proposed scope change would have on the potential of the project to increase the safety of pedestrians and bicyclists as compared to the benefits identified in the project application (increase or decrease in benefit).
- An explanation of the methodology used to develop the aforementioned estimates.
- Evidence of public support for the new scope.
- Revalidation of the environmental document(s), if needed.
- How the scope change impacts the project schedule.
- An explanation of how the scope change affects the project budget, and how increases will be funded, or savings will be utilized.
- For projects programmed in the Metropolitan Planning Organization (MPO) component, evidence of MPO approval and the MPO rationale for their approval

Caltrans will review the proposed scope change and forward the proposed scope change with Caltrans' written analysis and recommendation to the Commission for the Commission's approval.

Commission staff accepts or denies minor scope changes and will present those that are accepted to the Commission as a part of the project allocation request. Minor scope changes are those that stay true to the project proposed in the application, with little or no impact to project benefits, strong public support, or increase the benefits of the project. If Commission staff determines the minor scope change should be denied, Caltrans will resubmit the scope change request as a major scope change.

Caltrans will present recommendations to approve or disapprove major scope changes to the Commission as a project amendment agenda item at a regularly scheduled Commission meeting. Commission staff may recommend denying a scope change if the request dramatically changes the project scope and intent from what was approved in the application, or if there is a loss in benefits. The Commission may approve or deny the scope change request, regardless of staff and Caltrans' recommendations.

#### B. Funding Distribution Changes

Agencies may request to move amounts between programmed phases (Environmental Studies and Permits (PA&ED), Plans, Specs and Estimates (PS&E), Right of Way (ROW) and Construction). Moving funds between phases will not increase the total programmed amount. The agency must show that the project remains fully funded and that the benefit of the project will remain the same or increase. All funding distribution change requests must be considered by the Commission for approval. When preparing a request for a funding distribution change, agencies should consider the following:

- The request cannot be made in the same state fiscal year in which the funds have been programmed.
- The funds that are part of the request cannot have been allocated.

- Funds programmed in construction cannot be moved out of construction.
- An agency can only request a funding distribution change once during the life of the project. Agencies should consider waiting until after the environmental review has been completed to submit a funding distribution change.

The notification to Caltrans must include:

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

## ALLOCATIONS

When an agency is ready to implement a project or project phase, the agency will submit an allocation request to Caltrans. The typical time required, after receipt of the request, to complete Caltrans review and recommendation and Commission allocation is 60 days.

Caltrans will review the request and determine whether or not to recommend the request to the Commission for action. The recommendation will include a determination of project readiness, the availability of appropriated funding, and the availability of all identified and committed supplementary funding, and the consistency with the project's baseline agreement, if applicable. When Caltrans develops its construction allocation recommendation, the Commission expects Caltrans to certify that a project's plans specifications and estimate are complete, and match the application scope or approved scope amendment, environmental and right-of-way clearances are secured, and all necessary permits and agreements are executed. The Commission will only consider an allocation of construction funds to projects that are ready to advertise. Projects using the design-build or design-sequencing contracting methods shall be considered ready for allocation upon completion of environmental clearance. Readiness for projects to be transferred to FTA shall be consistent with FTA's definition of readiness for obligation.

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 (CEQA). 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 (NEPA). Exceptions to this policy may be made in instances where federal law allows for the acquisition of right-of-way prior to completion of NEPA review.

The Commission will approve the allocation in whole thousands of dollars if the funds are available and the allocation is necessary to implement the project as included in the adopted ATP. If there is a cost increase to the project, the implementing agency must submit an updated PPR form that identifies the cost increase and the fund source that will cover the cost increase. The ATP does not fund cost increases except for Caltrans implemented projects. If the fund source(s) is (are) not identified to cover the cost increase, the project component will be lapsed.

Applicants that have partnered with an implementing agency must include a copy of the Memorandum of Understanding or Interagency Agreement between the project applicant and implementing agency with the allocation request.

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

In order to ensure the timely use of all program funds, the CTC will, contingent upon availability, advance allocate funds to projects programmed in a future fiscal year on a first-come, first served basis. Should requests for advance allocations exceed available capacity; the CTC will give priority to projects programmed in the current-year.

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

Any scope changes must be presented to Caltrans for consideration prior to allocation in the manner described above and in section 28 of the adopted ATP state guidelines.

## PROJECT DELIVERY

### LETTER OF NO PREJUDICE

The CTC will consider approval of a Letter of No Prejudice (LONP) to advance a project programmed in the ATP. Approval of the LONP will allow the agency to begin work and incur eligible expenses prior to allocation. The Amended LONP Guidelines are on the CTC website.

### TIMELY USE OF FUNDS

ATP allocations are requested by project phase, Environmental Phase (PA&ED), Design Phase (PS&E), Right-of-Way Phase (ROW), and Construction Phase (CON). Each allocation must be requested in the fiscal year that the phase is programmed. Construction allocations are valid for award for six months from the date of allocation unless the Commission approves an extension. When programmed funds are not allocated within the fiscal year programmed or within the time allowed by an approved extension, the project will be deleted from the Active Transportation Program.

The CTC may extend the deadline only once for allocation and only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed twelve months. If extraordinary issues exist that require a longer extension, the implementer may request up to 20 months for allocation only. Extension requests for a project in the regional selected portion of the program must include a recommendation by FCOG, consistent with the preceding requirements.

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. The implementing agency must invoice Caltrans for these costs no later than 180 days after the fiscal year in which the final expenditure occurred.

The Commission may extend the deadline only once for contract award and only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed twelve months.

After award of the contract, the implementing agency has up to 36 months to complete (accept) the contract. At the time of construction fund allocation, the Commission 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 Commission may extend the deadlines for expenditures for project development or right-of-way, or for contract completion no more than one time, only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed more than 12 months for project completion and 12 months for expenditure.

Except for the allocation of funds, the request to extend the deadline for any of the above must be received by Caltrans prior to the expiration date. For allocation of funds, the time extension must be approved by the Commission by June 30th of the year the funds are programmed; otherwise the funds will lapse.

Projects must commence the right-of-way phase or actual construction within 10 years of receiving pre-construction funding through the Active Transportation Program, or the implementing agency must repay the Active Transportation Program funds. Repaid funds will be made available for redistribution in the subsequent programming cycle.

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. **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 phase is less than the amount allocated, the savings generated will not be available for future programming.**

Caltrans will track the delivery of ATP projects and submit to the CTC the required reports showing the delivery of each project phase.

## DELIVERY DEADLINE EXTENSIONS

The Commission may extend a delivery deadline, as described in the Timely Use of Funds Section, upon the request of the implementing agency. No deadline may be extended more than once. However, there are separate deadlines for allocations, contract award, expenditures, and project completion. Each project phase has its own deadline. The Commission may consider the extension for each deadline separately.

All requests for project delivery deadline extensions shall be submitted directly to Caltrans for processing prior to the expiration date. The extension request should describe the specific circumstance that justifies the extension and identify the delay directly attributable to the circumstance. Caltrans will review and prepare a written analysis of the proposed extension requests and forward the written analysis and recommendation to the Commission for action.

## FEDERAL REQUIREMENTS

Unless fully 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 33, for examples of federal requirements that must be met when administering ATP 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 34, 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 COST SAVINGS

Savings at contract award may be used to expand the scope of the project only if the expanded scope provides additional quantifiable active transportation benefits. The expanded scope must be approved by the Commission's Executive Director prior to contract award. All other contract award savings will be returned proportionally.

Savings at project completion must be returned proportionally except when an agency has, subsequent to project programming, committed additional funds to the project to fund a cost increase. In such instances, savings at project completion may be returned to other fund types first, until the proportions match those at programming. Any additional savings at project completion must be returned proportionally.

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, construction (infrastructure) or construction (non-infrastructure) for another allocated project phase, provided that the total expenditure shifted to a phase in this way is not more than 20 percent of the amount actually allocated for either phase. This means that the amount transferred by a local agency from one phase to another may be no more than 20 percent of whichever of the phases has received the smaller allocation from the Commission.

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. Project savings, including savings from projects programmed in the MPO component, will return to the overall ATP and be available to a programmed project advanced from a future fiscal year.

## PROJECT REPORTING

The purpose of all required reports is to ensure that the project is executed on time and is within the scope and budget identified when the decision was made to fund the project. The ATP program adheres to the program accountability requirements set forth in the SB1 Accountability and Transparency Guidelines. The reporting provisions specified in the SB 1 Accountability and Transparency Guidelines apply to all projects programmed in the ATP.

All implementing agencies must submit regular progress reports, a completion report and a final delivery report to Caltrans. Implementing agencies should refer to the [Local Assistance website](#) for details.

An agency implementing a project in the MPO selected portion of the program is required to also submit copies of all of its reports to the MPO. However, all agencies are encouraged to submit copies of their reports to their MPO or RTPA.

## AUDITS

The audit requirements as outlined in the SB1 Accountability and Transparency Guidelines apply to all projects programmed in the ATP.

## ROLES AND RESPONSIBILITIES

### CALIFORNIA TRANSPORTATION COMMISSION (CTC)

The CTC responsibilities include:

- Adopt guidelines, policies, and application for the ATP.
- Adopt ATP Fund Estimate.
- Evaluate, score and rank projects, including forming and facilitating the Project Evaluation Committee.
- In consultation with Regional Agencies and Caltrans, recommend and adopt a program of projects, including:
  - The statewide component of the ATP,
  - The small urban and rural component of the ATP 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.
- Maintain a contingency list of projects to be amended into the program in the event a programmed project is delivered under the programmed amount of if a project fails, approve and recommend such amendments for Commission approval. This contingency list will be in effect only until the adoption of the next statewide program.
- Post recommendations and final adopted list of approved projects on the Commission's website
- Allocate funds to projects.
- Publish a Status Report of the ATP annually to increase the transparency of the program and show the progress of the programmed projects
- Review project amendment requests and recommend approval or denial to the commission
- Evaluate and report to the legislature.

### CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

Caltrans has the primary responsibility for the administration of the adopted ATP. Responsibilities include:

- Prepare and provide statewide program and procedural guidance. Conduct outreach through various networks such as, but not limited to, the Active Transportation Program website, and at conferences, meetings, or workgroups
- Develop and provide program training.
- Solicit project applications for the program.
- Perform eligibility and deliverability reviews of ATP projects at the Commission's request and inform the Commission of any identified issues in writing and before consensus scores are submitted by the evaluators.
- Assist as needed in functions such as facilitating project evaluation teams and evaluating applications.
- Notify successful applicants of their next steps after each call for projects.
- Recommend project allocations (including funding type) to the Commission.
- Make Project Amendment recommendations to the Commission.
- Track and report on project implementation, including project completion.

- Create reports required by the Commission and solicit implementing agencies to submit required reports in a timely manner.
- Perform audits of selected projects in accordance with generally accepted government auditing standards.
- Serve as the main point of contact in project implementation, including administering the contract(s) for the ATP Resource Center.

## 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 disadvantaged communities.
- FCOG is using a different minimum project size for its regional competitive ATP selection process than the statewide guidelines.
- FCOG will notify the Commission of their intent to have a supplemental call no later than the application deadline and will consider the projects that were not selected through the statewide competition along with those received in the supplemental call for projects.
- FCOG will submit copies of all applications received by the MPO. Projects recommended for programming by an MPO will not be considered for funding unless the application is received by the designated 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 fails to deliver. 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 in consultation with Commission staff and Caltrans.
- Submit an annual assessment of FCOG's regional competitive ATP in terms of its effectiveness in achieving the goals of the overall ATP.

## PROJECT APPLICANT

Project applicants nominate ATP projects for funding consideration by submitting an application by the deadline. If awarded ATP 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.

## PROJECT SIGNAGE

The implementing agency must, for all SB 1 projects, include signage stating that the project was made possible by SB 1 – The Road Repair and Accountability Act of 2017. The signage should be in compliance with applicable federal or state law, and Caltrans’ manual and guidelines, including but not limited to the provisions of the California Manual on Uniform Traffic Control Devices.

## ACTIVE TRANSPORTATION PLANS

The ATP provides for the creation of Active Transportation Plans. Funding from the ATP 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. A list of the components that must be included in an active transportation plan can be found in Appendix A of the statewide guidelines.

**Please note:** The statewide guidelines state that a large MPO, in administering its portion of the program, may make up to 2% of its funding available for active transportation plans in disadvantaged communities within the MPO boundaries. **Although Fresno COG does not intend to set-aside funding for active transportation plans, no more than 2% of the total ATP regional funds can be used to fund active transportation plans in disadvantaged communities.** Refer to section 9 of the statewide guidelines for detailed information on “Funding for Active Transportation Plans” and the funding priorities that will be used when evaluating the potential to fund active transportation plan in disadvantaged communities.

## PROGRAM EVALUATION

The ATP 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 ATP 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.

# APPENDIX A

## Fresno Council of Governments

2021 Active Transportation Program Cycle 5 Regional Share Targets

Cycle 5 Program - FY 2021-22 through FY 2024-25

*ATP Regional Share (in thousands)*

<b>Fund Source</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Total</b>
Federal STBG (TAP)			\$584	\$584	<b>\$1,168</b>
Federal Other			\$248	\$248	<b>\$496</b>
State	\$1,047	\$1,090	\$507	\$507	<b>\$1,014</b>
<b>Total ATP Regional Share</b>	<b>\$1,047</b>	<b>\$1,090</b>	<b>\$1,339</b>	<b>\$1,339</b>	<b>\$4,815</b>

Per SB 99, 25% of overall program funds shall benefit disadvantaged communities.

## Fresno Council of Governments

### 2021 Active Transportation Program Cycle 5 Regional Share

#### Targets

#### Cycle 5 Program - FY 2021-22 through FY 2024-25

*ATP Regional Share (in thousands)*

<b>Fund Source</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Total</b>
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Per SB 99, 25% of overall program funds shall benefit disadvantaged communities.



**BEFORE THE  
FRESNO COUNCIL OF  
GOVERNMENTS RESOLUTION NO.  
2020-11**

In the Matter of: )  
 )  
FRESNO COG REGIONAL )  
COMPETITIVE ACTIVE )  
TRANSPORTATION )  
PROGRAM CYCLE 5 )  
GUIDELINES )

RESOLUTION ESTABLISHING  
ADOPTION OF THE FRESNO COG  
REGIONAL COMPETITIVE ACTIVE  
TRANSPORTATION PROGRAM  
(ATP) CYCLE 5 GUIDELINES

WHEREAS, the Fresno Council of Governments (FCOG) is the regional transportation planning agency for Fresno County and its fifteen cities pursuant to Government Code Section 66500 *et seq.*; and

WHEREAS, FCOG has adopted and periodically revises, pursuant to Government Code Sections 66508 and 65080, a Regional Transportation Plan (RTP); and

WHEREAS, FCOG is the designated Metropolitan Planning Organization (MPO) for Fresno County and its fifteen cities and is required to prepare and endorse a Transportation Improvement Program (TIP) which includes federal funds; and

WHEREAS, FCOG is the designated recipient for federal funding administered by the Federal Highway Administration (FHWA) assigned to the MPO/Regional Transportation Planning Agency (RTPA) of Fresno County for the programming of projects (regional federal funds); and

WHEREAS, the California State Legislature passed and the Governor signed into law Senate Bill 99 (Chapter 359, Statutes 2013) and Assembly Bill 101 (Chapter 354, Statutes 2013) establishing the Active Transportation Program (ATP); and

WHEREAS, FCOG adopts, pursuant to Streets and Highways Code Section 2381(a)(1), an Active Transportation Program of Projects using a competitive process consistent with guidelines adopted by the California Transportation Commission (CTC) pursuant to Streets and Highways Code Section 2382(a), that is submitted to the CTC and the California Departments of Transportation (Caltrans); and

WHEREAS, FCOG has developed, in cooperation with CTC, Caltrans, state agencies, local jurisdictions in Fresno County, and non-governmental organizations, program guidelines to be used in the development of the ATP; and

WHEREAS, a multi-disciplinary advisory group (MAG) evaluates and recommends candidate ATP projects for FCOG to be included in the Program of Projects; and

WHEREAS, the ATP is subject to public review and comment.

NOW, THEREFORE, BE IT RESOLVED, that:

1. FCOG approves the guidelines to be used in the evaluation of candidate projects for inclusion in the FCOG Regional Competitive ATP as set forth in the 2021 Regional Competitive ATP Cycle 5 Guidelines attachment; and
2. The FCOG Executive Director or designee is granted delegated authority for non-substantive changes to the final MPO Guidelines if changes are requested by the CTC after the FCOG Executive Director has consulted with the Chairs and Vice Chairs of the Transportation Technical Committee, Policy Advisory Committee, and Policy Board; and
3. The FCOG Executive Director or designee is authorized to revise the program of projects as necessary in accordance with the guidelines to reflect the programming of projects after the projects are selected; and
4. FCOG will establish a list of contingency projects, ranked in priority order based on the project's evaluation score to be used should there be any project failures or major delays in the ATP. The contingency list is valid until the adoption of the next ATP Cycle; and
5. The FCOG Executive Director shall forward a copy of this resolution and such other information as may be required to the CTC, Caltrans, and to such other agencies as may be appropriate.

THE FOREGOING RESOLUTION was passed and adopted by the Fresno Council of Governments this 30th day of April, 2020.

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed: \_\_\_\_\_  
David Cardenas, Chairman

ATTEST:

I hereby certify that the foregoing is a true copy of a resolution of the Fresno Council of Governments duly adopted at a regular meeting thereof held on the 30th day of April, 2020.

Signed: \_\_\_\_\_  
Tony Boren, Executive Director

**NEW TECHNOLOGY RESERVE GRANT PROGRAM  
ADVANCED TRANSIT AND TRANSPORTATION PROJECTS**

**Fiscal Year 2020-2021 Grant Application**

Project/Program Name/Description:

Lead Agency (Applicant) Legal Name:

Physical Address (No P.O. Box):

City:

County:

Zip:

Contact Person (Grant Manager):

Phone:

Email:

Name of Authorizing Representative certifying that the information contained in this application is true and accurate:

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_



**Fresno Council  
of Governments**

**2035 Tulare Street, Suite 201**

**Fresno, CA 93721**

**(559) 233-4148**

## APPLICANT CHECKLIST/TABLE OF CONTENTS

Applicants should use this checklist to ensure that all applicable parts of the application and attachments are completed and submitted.

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## BACKGROUND

The Fresno Council of Governments (Fresno COG) is seeking proposals from eligible public agencies for advanced transit projects that have the potential for broad benefits to Fresno County residents and will assist the region in meeting its air quality goals. Fresno COG is proposing to fund projects of regional significance in the areas of research, development, demonstration, and deployment that will advance public transit and transportation.

Fresno COG is a consensus builder, developing acceptable programs and solutions to issues that do not respect political boundaries. Fresno COG is a voluntary association of local governments, one of California's 38 regional planning agencies, and one of 500+ nationwide. In 1967 elected officials of Fresno County and its incorporated cities informally created the agency, formalizing Fresno COG in 1969 through a Joint Powers Agreement. Fresno COG undertakes comprehensive regional planning with an emphasis on transportation, provides citizens an opportunity to be involved in the planning process, and supplies technical services to its members.

Fresno County voters approved [Measure C](#), a ½ cent transportation sales tax, in 1986 and again in 2006. Fresno COG prepared the Measure C Expenditure Plan, a guide to how \$1.2 billion in Measure C transportation dollars will be spent through the year 2027. It was prepared with our partners, the cities, the County, Caltrans and the [Fresno County Transportation Authority](#) (administrators of the tax) and other community stakeholder groups. In its first 20 years, Measure C delivered more than \$1 billion of improvements to state highways and county roadways, and has helped the building of additional lanes and freeway improvements throughout the County. As a result of the successful original measure, Fresno County voters chose to extend Measure C for an additional 20 years. The Measure C Extension (2007-2027) not only funds improvements of local roadways by repairing potholes and paving streets and sidewalks, but also funds ride-share incentive programs and environmental enhancement programs.

The Fresno County Transportation Authority (FCTA) is the entity created by legislation to administer the Measure C Program(s) and ensure the revenue is received and distributed appropriately. Fresno COG is responsible for the implementation of several Measure C programs including the Measure C New Technology Reserve Grant Program (New Technology Grant Program). For information on the Measure C sales tax visit [www.measurec.com](http://www.measurec.com).

This Request for Proposals (RFP) is being issued to eligible public agencies within Fresno County including the Fresno COG, Fresno County Rural Transit Agency, Fresno County, and the cities in Fresno County who propose projects meeting the eligibility requirements of the Measure C New Technology Reserve Grant Program and demonstrate the need for advanced transit and transportation. Entities deemed ineligible to apply for New Technology Grant funds may apply as a partnering agency but **must** partner with an **eligible** applicant that will be responsible for implementing the project. **Agencies wishing to request to partner with Fresno COG must submit an electronic copy of their proposal by June 18, 2020.** The implementing agency assumes responsibility and accountability for the use and expenditure of program funds. The eligible public agency will need to sign a Cooperative Agreement with the FCTA.

## FUNDING DISTRIBUTION/TIMELINE

The Measure C New Technology Program makes \$5.38 million available for the Fiscal Year 20/21 award cycle. An additional \$6,000,000 - \$9,000,000 can be made available over time through the next 5 years. Fresno COG will release an Application for New Technology Projects/Proposals on a biennial basis.

Fresno COG is committed to ensuring that grant funding from the RFP is equally distributed throughout the Fresno County Region to the extent feasible. From the most qualified proposals with the highest scores, Fresno COG will select projects for funding in a manner that is consistent with this commitment.

Fresno COG reserves the right to reject all proposals and make no awards under this announcement if the proposals submitted do not meet the goals of this RFP.

**TIMELINE:**

ACTIVITY	DATE
Request for Proposals Released	April 10, 2020
Last day to submit requests for clarification	June 4, 2020
Deadline for Electronic Proposal Submittal for agencies	
requesting to partner with Fresno COG	June 18, 2020
Deadline for Proposal Submittal	July 22, 2020
Scoring (Tentative)	July 27 - August 14, 2020
Potential Interviews (Tentative)	August 17 - 28, 2018
Policy Board Approval (Tentative)	September 24, 2020
FCTA Board Approval (Tentative)	October 28, 2020
Notice to Proceed - Subject to Contract Signing (Tentative)	January 2021

## GOALS AND OBJECTIVES

The goal of the New Technology Reserve Subprogram is the set-aside Measure “C” funding to finance new transit technologies that may be developed in the future. To further its Measure C New Technology Program goals, Fresno COG is focusing on technological advances in public systems, safety features, fuel efficiencies and alternatives, intelligent transportation system (ITS) applications, and information dissemination. These areas help to promote passenger safety and satisfaction, attract customers, improve capital and operating efficiencies, reduce environmental pollution, and ease dependence on fossil fuels.

Expenditures on funded projects must be directed into the Fresno County economy, and must have a strong potential to attract future financial investment in that economy. To the extent possible, the Measure C New Technology Program funds should be used to leverage additional funding from other sources to create more viable projects.

### **Examples of eligible projects or project components include, but are not limited to:**

1. The evaluation of viability and local benefits of new transit technologies.
2. Planning, design and construction of new transit technologies, including construction of track and ancillary improvements
3. Purchase of vehicles only if they are an integral part of a new-technology system, not replacement vehicles in an already existing system; hiring of staff to seek additional funding for new transit technologies after project is awarded
4. Environmental Review
5. Right-of-way acquisition
6. Other necessary projects, programs, systems, or services that enable new technology transit and transportation systems to provide the desired objectives.

### **Previous cycles awarded the following types of projects:**

1. Public transit buses retrofitted with Near-Zero Emission engines
2. Electric public transit vehicles
3. Electric school buses
4. Solar tree charging stations
5. Electric aircraft/commercial flight training service
6. University Transportation Institute
7. BRT Route Synchronization
8. Advanced Propulsion Systems Training Program

## APPLICANT ELIGIBILITY

### ***Public Agency***

This application is open to selected eligible public agencies within Fresno County. These agencies include:

- Fresno Council of Governments
- Fresno County
- Incorporated cities within Fresno County
- Fresno County Rural Transit Agency

Entities deemed ineligible to apply for New Technology Grant funds may apply as a partnering agency but **must** partner with an **eligible** public agency that will be responsible for implementing the project. Eligible public agencies wishing to partner will need a resolution from their governing body. This resolution must be submitted as an attachment to this application. In addition, public agencies must attach an authorizing resolution, designating a person authorized to sign on behalf of the agency, as an Appendix to the application. Furthermore, if a school district is one of the partnering agencies, a resolution from the school district's board must be submitted as an attachment to this application.

Eligible Public Agencies must provide a representative's contact information.

Legal Name of Applicant:		
Address:		
City, State, and Zip:	Phone:	Email:

Eligible Public Agency's Representative

Name (print):	Title (print):	
Signature:		Date:
Email:		



## APPLICANT ELIGIBILITY

### ***Civil Rights***

Describe any lawsuits or complaints that have been received or acted on in the last year based on Title VI of the Civil Rights Act or other relevant civil rights requirements by the partnering agency and/or the eligible applicant. This list should include only those lawsuits or complaints that pertain to allegations of discrimination on the basis of race, color, and/or national origin that pertain to the department of the agency submitting this application, not necessarily the larger agency of which the applicant is a part.

Furthermore, provide a status of lawsuits or an explanation of how complaints were resolved including corrective actions taken.

If **NO** lawsuits or complaints were received or acted on – subrecipient must provide the following statement:

THERE WERE NO LAWSUITS OR COMPLAINTS RECEIVED OR ACTED ON IN THE LAST YEAR RELATING TO TITLE VI OR OTHER RELEVANT CIVIL RIGHTS REQUIREMENTS.

## GRANT APPLICATION PROCEDURES

### Project Selection Process

All project applications will be evaluated in accordance with the scoring criteria on pages 8-23 to determine the extent to which the proposed project meets the overall program goals and objectives of the programs. **Fresno COG will use volunteers from various multidisciplinary groups to recommend projects for funding through a competitive process and recommend funding levels.**

Fifteen (15) bound hard-copies, one (1) reproducible copy and one electronic copy (on CD or flash drive) of the **application must be submitted to Fresno COG before noon on July 22, 2020.** All copies shall be securely bound, e.g. spiral or comb bound (no clips, clamps, ringed binders, or rubber bands) except for the one reproducible copy. **All printing (including appendixes, but excluding maps) shall be limited to no more than 50 pages. All printing must be double-sided. If an application is single sided or over 50 double-sided pages, it will be rejected.** The original application must be marked "ORIGINAL COPY". All documents contained in the original application package must have original signatures. The 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 depicts all relevant information.)

Applications must be submitted to the following address:

**Fresno Council of Governments  
2035 Tulare Street, Suite 201  
Fresno, CA 93721**

To the attention of: Peggy Arnest

**Inquiries and Updates:** Requests for clarification regarding this application must be submitted in writing via email to Peggy Arnest at [parnest@fresnocog.org](mailto:parnest@fresnocog.org), and received by Fresno COG no later than 4:00 pm, Thursday, June 4, 2020. Such information as is reasonably available and will facilitate preparation of responses hereto; requests for clarification and associated responses; and any Addenda to this RFP will be posted at: <http://www.fresnocog.org/Doing-Business-With-Fresno-COG> and will not otherwise be distributed.

The information in this application is public record. Therefore, applicants should not include information regarded as confidential.

## GRANT APPLICATION PROCEDURES

### ***Transmittal Letter***

<b>A. Applicant Information:</b>	
Legal Name:	
Address:	
City/State/Zip:	
Contact Person:	
E-mail:	
Phone:	Fax:
<b>B. Project Type (check one):</b>	
<input type="checkbox"/> Capital Only	<input type="checkbox"/> Capital and Operating
<input type="checkbox"/> Operating Only	<input type="checkbox"/> Other, please specify __Planning Project__
<b>C. Project Information:</b>	
Project Title:	
Project Description: <i>(Location/Boundaries, Nature of Project, Scope)</i>	
<b>D. Funding Request:</b>	<b>FFY 2020/2021</b>
New Technology Funds Request:	\$
Total Matching Funds: <i>(DOT federal, state, local, private, etc.)</i>	\$
Total Cost of Project:	\$
<b>E. Authorized Signature:</b>	
Name (print):	
Title (print)	
Signature:	Date



## PROJECT/PROGRAM ELIGIBILITY - Subjective Evaluation (continued)

3. Briefly list and describe all agencies with which your eligible public agency will partner with on this project/program. (If your public agency is not partnering, then please skip to the next page.)

This information should include, but not be limited to the following:

- General business history
- General experience with the development and implementation of transportation projects/programs
- Specific experience with projects similar to the proposed project/program
- Ability to deliver projects/programs in a timely manner. Provide examples.



## **PROJECT/PROGRAM ELIGIBILITY - Readiness (0 – 10 points)**

1. Provide a detailed description of the project/program.
2. Describe the project/program work plan. This section of the application documents the current delivery phase of a project/program and the applicant's proposed schedule for implementation. For each of the project milestones or significant stage in development, applicants must list the dates that previous milestones were completed or the dates applicants anticipate completing current and/or future milestones.
3. Applicants must demonstrate the ability (staff and resources) of the agency to complete the project/program on time and within budget. Attach a project/program schedule in the appendix.









## **PROJECT/PROGRAM ELIGIBILITY - Innovation (0 – 25 points)**

1. Identify and clearly describe the advanced technology(ies) utilized in the project/program and how the project/program utilizes advanced technology(ies) beyond the level of existing technology(ies) currently used in transit and transportation systems in widespread applications.

2. Describe if and how this project incorporates energy storage.

## **PROJECT/PROGRAM ELIGIBILITY - Innovation (continued)**

3. If applicable, describe how a research project(s)/program(s) will further the goal of developing and deploying new and innovative ideas, practices, and approaches.

4. Explain how the project/program will provide more efficient and effective delivery of public transportation services through the use of the new technology or technological capacity improvements.

**PROJECT/PROGRAM ELIGIBILITY - Replication & Regional Applicability (0 – 10 points)**

1. Explain how the project/program has the potential for replication and/or growth in other areas of the Fresno County region.

**PROJECT/PROGRAM ELIGIBILITY - Environmental Justice Benefits (0 – 10 points)**

1. Describe if and how the project/program will provide **health benefits** to disadvantaged communities.

2. Describe if and how the project/program will provide **economic and/or improved public services** to disadvantaged communities.

*For more information on environmental justice areas in Fresno County, see the Fresno COG environmental justice plan found at <http://www.fresnocog.org/environmental-justice>.*

## PROJECT/PROGRAM MATCH FUNDING COMMITMENTS (0 – 10 points)

- Discuss the project/program funding strategy, clearly indicating total cost, authorization amounts and dates for all funding sources committed or anticipated to fully fund the project. Include a contingency plan if anticipated funding does not materialize.  
**Attach an electronic copy of a current audited financial statement of all agencies with which your eligible public agency will partner as an appendix to the electronic copy of your agency’s application. Do NOT submit a hard copy of the audited financial statement. Additionally, do NOT submit a copy of a Fresno COG member agency’s audited financial statement.**

PROPOSED FUNDING									
Fund No. 1:									Program Code
Proposed Funding									
Component	Prior	20/21	21/22	22/23	23/24	24/25	25/26+	Total	Funding Agency
E&P (PA&ED)									
PS&E									
R/W SUP									
CON SUP									
R/W									
CON									
<b>TOTAL</b>									

Fund No. 2:									Program Code
Proposed Funding									
Component	Prior	20/21	21/22	22/23	23/24	24/25	25/26+	Total	Funding Agency
E&P (PA&ED)									
PS&E									
R/W SUP									
CON SUP									
R/W									
CON									
<b>TOTAL</b>									

Fund No. 3:									Program Code
Proposed Funding									
Component	Prior	20/21	21/22	22/23	23/24	24/25	25/26+	Total	Funding Agency
E&P (PA&ED)									
PS&E									
R/W SUP									
CON SUP									
R/W									
CON									
<b>TOTAL</b>									

I certify that the information contained in the Proposed Funding table above is accurate to the best of my knowledge and that I am authorized to submit the project/program proposal for scoring and possible programming. The agency is required to identify matching funds, if any, and deliver the project as proposed within the scope and schedule specified in the application should the project be awarded funding.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



## PROPOSED BUDGET FOR OPERATIONAL PROJECTS/PROGRAMS

**PROJECT ANNUAL BUDGET:**

<b>Estimated Income:</b>	
a. Passenger Revenue	\$
b. Other Revenues	\$
c. Total grants*, donations, subsidy from other agency funds	\$
<b>TOTAL INCOME</b>	\$
*Not including this grant request.	
<b>Estimated Expenses:</b>	
a. Wages, Salaries and Benefits (non-maintenance personnel)	\$
b. Maintenance & Repair (include maintenance salaries)	\$
c. Fuels	\$
d. Casualty & Liability Insurance	\$
e. Administrative & General Expense	\$
f. Other Expenses (e.g., materials & supplies, taxes)	\$
g. Contract Services (specify) _____	\$
<b>TOTAL EXPENSES</b>	\$

