

ATP Call for Projects and Application Technical Workshop/Webinar

CYCLE 4
5/21/2018



Today's Speakers

Teresa McWilliam

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Emily Abrahams

ATP Program Manager (Non-Infrastructure (NI) and Plan) / Active Transportation Resource Center (ATRC)
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Agenda

- Program Highlights/Changes in Cycle 4 (30 min)
- Application Demonstration - 5 Application Types (90 min)
- Advice from ATP Program Managers (30 min)
- Q and A (30 min)

Workshop Logistics

- Webinar recording will be posted to the Caltrans ATP website: <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-4.html>
- Hold questions until the end or at stopping points in the presentation
- Webinar participants are in listen only mode
- Webinar Questions:
 - Enter questions into the **chat feature** any time
 - We will read questions during the Q&A periods
 - Any questions that we don't get to will be saved and included in an FAQ document that will be posted to the website above

ATP Overview



ATP Purpose & Goals

Purpose: To encourage increased use of active modes of transportation

- Increase the proportion of trips accomplished by biking and walking
- Increase safety and mobility for non-motorized users
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas (GHG) reduction goals
- Enhance public health
- 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

California Transportation Commission (CTC) ATP Guidelines now state: "In order for an item to be eligible for ATP reimbursement, that item's primary use or function must meet the ATP purpose . . ."

ATP CY 4 Funding Available

\$438 million available in CY 4

- About \$219 million per year (*Call for Projects occur every two years*)
 - \$34 million in State Highway Account (SHA) (per year)
 - \$88.5 million in Federal (per year)
 - \$96 million in Senate Bill (SB1) State Funds (per year)

ATP Funding Distribution (Components)

- 50% to the state for a statewide competitive program
- 10% to small urban and rural regions with populations of 200,000 or less for the small urban and rural area competitive program
- 40% to Metropolitan Planning Organizations (MPOs) in urban areas with populations greater than 200,000 for the large urbanized area competitive program.
 - There are currently 10 MPOs that meet this requirement

ATP Highlights and Changes in CY 4



ATP CY 4 Application and Forms

<http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-4.html>

ATP Cycle 4 Call for Projects

2018 Call for Projects

The Office of Public Works, administered by the California Transportation Commission (CTC) in May 2018, is accepting applications for the 2018 ATP cycle. The following timeline lists the major milestones for the development and adoption of the 2018 ATP cycle.

Call for projects	May 21, 2018
Large MPOs submit optional guidelines to Commission	July 16, 2018
Commission approves and rejects MPO guidelines	August 15, 2018
Final recommendations for funding and grant/loan and total portion of the program	January, 2019
Deadline for MPO final project programming recommendations to the Commission	February 15, 2019
Deadline for MPO final project programming recommendations to the Commission	April 30, 2019
Commission adopts ATP selected projects	June 2019**

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ATP Cycle 4 Call for Projects

2019 Call for Projects

The following timeline lists the major milestones for the development and adoption of the 2019 ATP cycle.

Call for projects	May 21, 2019
Large MPOs submit optional guidelines to Commission	July 16, 2019
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Commission adopts ATP selected projects	June 2020**

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Review These Resources:

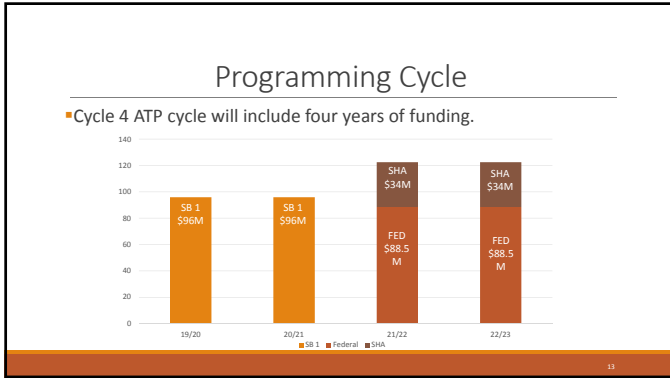
- CTC ATP Guidelines <http://www.ctc.ca.gov/programs/atp/>
- Application Instructions <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-4.html>
- Scoring Rubrics <http://www.ctc.ca.gov/programs/atp/>
- ATRC Flash Training <http://caatresources.org/index.cfm?pid=1419>
- Caltrans LAPG Chapter 22 (geared towards after ATP award, but provides useful information) <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-4.html>
- Non-Infrastructure Guidance (for NI projects) <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-4.html>

ATP CY 4 Schedule

The following schedule lists the major milestones for the development and adoption of the 2019 ATP.


Draft ATP Guidelines presented to Commission	March 21, 2018*
Commission hearing and adoption of ATP Guidelines	May 16, 2018*
Commission adopts ATP Fund Estimate	May 16, 2018*
Call for projects	May 16, 2018
Large MPOs submit optional guidelines to Commission	July 16, 2018
Project applications to Caltrans (postmark date)	July 31, 2018
Commission approves or rejects MPO guidelines	August 15, 2018*
Final recommendations for funding and grant/loan and total portion of the program	December 31, 2018
Commission adopts final grant/loan and total portion of the program	January, 2019**
Projects not programmed distributed to large MPOs based on location	January, 2019
Deadline for MPO final project programming recommendations to the Commission	February 15, 2019
Deadline for MPO final project programming recommendations to the Commission	April 30, 2019
Commission adopts MPO selected projects	June 2019**

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Senate Bill 1

- The passage of SB1 added an additional \$96M in State funding to the ATP along with:
 - Baseline Agreements for ATP projects:
 - With a total project cost of \$25M or greater, or
 - Total programmed funds of \$10M or greater
 - Reporting
 - All reporting provisions specified in the SB 1 Accountability and Transparency Guidelines apply to ATP projects
 - This includes regular progress reports, a completion report and a final delivery report
 - Project Signage requirement
 - Signage stating that the project was made possible by SB1 funding



Federal Funds & State Funds

- ATP projects must be federal-aid eligible unless the project is designated as “State Only Funded” (SOF) at the time of programming.
 - Just because a project has State funds in the 1st two years, this does not guarantee funding from the SOF pot in the final two years.
 - If your project isn’t SOF at the time of programming, it must have all federal documents/certifications, prior to allocation vote for each phase.

Committed / Uncommitted Funds

- The Commission will only program a project only if it is fully funded from a combination of ATP and other committed funds.
- The Commission will only program project with uncommitted funds in the following two situations:
 - The project is at the funding cut-off for an MPO and there are not enough funds to fund the full project
 - The applicant must demonstrate the means by which it intends to fund a usable segment, consistent with the regional transportation plan
 - The project is a Large Infrastructure project
 - The applicant must demonstrate the means by which it intends to fund a usable segment, consistent with the regional transportation plan

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Program/Project Amendments

- Amendment Requests are allowed for:
 - Scope Changes
 - Are submitted through your Caltrans District Office
 - Any project changes that do not have prior CTC approval may have their funding removed.
 - Funding Distribution Changes
 - The Commission may consider a request to move funds between phases after a project has been programmed
 - Schedule Changes
 - Schedule changes will not be considered unless a time extension has been approved

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5 Application Types

- **Large Project** (Infrastructure only or Infrastructure/Non-infrastructure combo):
 - Total project cost of greater than \$7 million
- **Medium Project** (Infrastructure only or Infrastructure/Non-infrastructure combo):
 - Total project cost between \$1.5 million to \$7 million
- **Small Project** (Infrastructure only or Infrastructure/Non-infrastructure combo):
 - Total project cost less than \$1.5 million
- **Non-infrastructure only**
- **Plan**

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Questions?



Seven horizontal lines for writing.

ATP Application Demonstration



Seven horizontal lines for writing.

Application Form

- All application types will use the same application form
- Once you select your project type, the form will shift to only show the applicable questions for that project type
- Application Index:
 - Part A: General Application and Project Information (Part A1-A7)
 - Part B: Narrative Questions (number of questions varies from 4 to 11)
 - Part C: Application Attachments

Seven horizontal lines for writing.

Question and Score Matrix

Topic	Plan	Non-Infrastructure	Infrastructure		
			Small	Medium	Large
Disadvantaged Communities (DAC)	30	10	10	10	10
Need	20	40	53	43	38
Safety		10	25	25	20
Public Participation* **	25	15	10	10	10
Scope/Implementation	25	10	2	2	2
Context Sensitive & Innovation		5		5	
Transformative Projects					5
Evaluation and Sustainability		10			
Cost Effective					5
Leveraging				5	5
Corps (0 or -5)		0	0	0	0
Past Performance (0 to -10)	0	0	0	0	0
Total:	100	100	100	100	100

* Small and Medium Infrastructure have one response box
 ** Large Infrastructure has five response boxes

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Application Demo (Part A)

- Part A: General Application and Project Information (A1-A7)**
- We've included slides w/ screen shots of Part A
 - Can be used for taking notes as the "live" app is presented
 - **Live demonstration of Part A of the Application Form**
 - Demo will cover all application types

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Application Demo (Part A)

Part A: Cover Page



- ❖ This is the application cover page
- ❖ You cannot input information in any grey shaded boxes (throughout the entire application)
- ❖ This is the required cover page for the submitted hard copies.
- ❖ You have the opportunity to replace the ATP logo with your own logo or art.

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Application Demo (Part A)

Part A1: Applicant Information

Implementing Agency Name

❖ The process is different from last year-

1. First check the drop down menu to see if you agency's name is there
All agency's who have applied before are on the list
2. If you don't see the name you can enter it yourself
Do not start with City of..., Township of... or County of...
If you are City of Timbuktoo, just use Timbuktoo

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Application Demo (Part A)

Part A2: General Project Information

Project / Application Number

❖ The process is different from last year-

The applicant will enter the Project / Application Number- Starting with 1, then 2

Part A2: General Project Information

PROJECT NAME: (Max of 10 Words) (To be used in the CTC project list)

PROJECT / APPLICATION NUMBER: 1

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Application Demo (Part A)

Part A3: Project Type

Project Type

❖ Select the Project Type from the drop down menu

This will determine which narrative questions will show up in Part B of the application

Part A3: Project Type

PROJECT TYPE: (Use the drop down menu to select.)

Infrastructure + NI - Large

Infrastructure - Large

Infrastructure - Medium

Infrastructure - Small

Infrastructure + NI - Large

Infrastructure + NI - Medium

Infrastructure + NI - Small

Non-Infrastructure

Plan

Indicate any of the following plans that your agency

Bicycle Plan Pedestrian Plan Safe

PROJECT SUB-TYPE (check all Project Sub-Types)

Bicycle Transportation % of Proj

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Application Demo (Part A)

- Part A3: Project Type
 - Project Sub-Type
 - ❖ For Safe Routes to School projects the School Type drop down has been changed
 - There are 2 drop down menus for each school
 1. On the first drop down menu select the lowest school grade the school offers
 2. On the second drop down menu select the highest grade the school offers

School Type:

Project improvements ma

Total student enrollment:

Total # of students that c

Approximate # of student

Projected # of students t

Percentage of students e

Percentage of students e

**Refer to the California

Co-Dist.-School Code: to

School Type: to

Project improvements maximum distance fr

Total student enrollment:

Total # of students that currently walk or bik

Approximate # of students living along rout

Projected # of students that will walk/bike to school after

Application Demo (Part A)

- Part A4: Project Details
 - ❖ We have added categories for Non-Infrastructure and Plan projects

Part A4: Project Details

Indicate the project details included in the project/program/plan.

Note: When quantifying the amount of Active Transportation Improvements proposed by the project, **do not double-count the improvements that benefit both Bicyclists and Pedestrians** (i.e. new RRFB/Signal should only show as a Pedestrian or Bicycle Improvement).

- Bicycle Improvements
- Pedestrian Improvements
- Multi-use Trail Improvements
- Vehicular/Roadway/Traffic-Calming Improvements
- Non-Infrastructure Components
- Plan Type (only intended for Plans)

Application Demo (Part A)

- Part A4: Project Details
 - Right of Way (R/W) Impacts
 - ❖ We have added a separate question for Projects impacting Caltrans R/W

Right of Way (R/W) Impacts (Check all that apply)

- Project is 100% within the Implementing Agency's R/W and/or is within their control at the time of this application submittal. (This includes temporary construction easements)
- Project will likely require RW in fee ownership, permanent easements and/or temporary construction easements from private owners and/or will require utility relocations from utility companies outside that implementing agency's governmental control.
- Project will likely encroach into Caltrans R/W requiring easements, encroachment permits and/or other approvals.
- Project will likely require R/W, Easements, encroachment and/or approval involving Governmental (excluding Caltrans - as Caltrans impacts are documented above), Environmental, or Railroad owner's property.

Application Demo (Part A)

Part A5: Project Schedule

- ❖ This section is intended to help applicants properly account for the time needed to deliver each phase of their project
- ❖ Data used to build the PPR
- ❖ This section is dependent on the Application-Type

INFRASTRUCTURE PROJECTS:
PA&ED Project Delivery Phase:

Will ATP funds be used in this phase of the project? Yes No

Expedited or Past Start Date for PA&ED activities: months (See note #2, above)

Time to complete the separate CEQA & NEPA studies/approvals: months (See note #2, above)

Expedited or Past Completion Date for the PA&ED Phase:

* Applications showing the PA&ED phase as complete, must include/attach the signature pages for the CEQA and NEPA documents, which include project descriptions covering the full scope.

Application Demo (Part A)

Part A6: Project Funding

- ❖ Data used to build the PPR
- ❖ This section is dependent on the Application-Type
- ❖ Applicant must confirm the sum of the 4 boxes to the right equals the value in the gray box

(1,000s)

Project Phase	Total Project Costs	Total ATP Funding	ATP Allocation Year *	Total Non-ATP Funding **	Non-Participating Funding	"Prior" ATP Funding	Leveraging Funding	Future Local Identified Funding
PA&ED	-	-		-	-	-	-	-
PS&F	-	-		-	-	-	-	-

Application Demo (Part A)

Part A6: Project Funding PPR

- ❖ The applicant's data entered into Part 5 and Part 6 auto-populate much of the PPR
- ❖ Applicant must enter their non-ATP funding data and other PPR details
- ❖ The application form is designed to help ensure that the data in the PPR is accurate

Exhibit 22-G Project Programming Request (PPR)

Date: 05/17/18

Project Information:								
Project Title:	Test							
District:	4	County:		Route:		EA:		
Project ID:		PPNO:						
Funding Information:								
DO NOT FILL IN ANY SHADED AREAS								
Proposed Total Project Cost (\$1,000s)								
Component	Prior	18/19	19/20	20/21	21/22	22/23	23/24*	Total
E&P (PA&ED)	0	0	0	0	0	0	0	0

Notes:

Questions?



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Application Demo (Part B & C)

- **Part B: Narrative Questions**
- We will start with the Large Infrastructure application and discuss how the Medium and Small are different, then go through the NI and then Plan
 - ❖ DAC (Teresa), Need (Emily), Safety (Ted) – Same for all application types except PLAN (point out any slight differences between application types in Need and Safety)
 - ❖ Infrastructure (Large, Medium, Small) - Teresa
 - Question 4 to end
 - Engineers Estimate
 - ❖ Non-Infrastructure (question 4 to end) – Emily
 - Question 4 to end
 - 22-R and NI Eligibility
 - ❖ Plan – Emily
 - All narrative Q's
 - New 22-PLAN

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Disadvantaged Community (DAC) Question

- **The DAC question is Question #1 for all of the application types**
 - **Points range from 30 points for Plans to 10 points for all of the other applications** – minimal changes from Cycle 3 except for the Plans question
 - A map that shows the project Boundaries, Access and Destinations is required
 - One option can be selected- the options are:
 1. Median Household Income- there are instructions on our website on how to develop this information
 2. CalEnviroScreen
 3. Free and Reduced Price School Meals
 4. Other
 - Direct Benefit (0 to 4 points) for all Infrastructure projects, it is narrative, the number of questions varies
 - Project Location (0 to 2 points) for all Infrastructure projects varies if Fully in the DAC, no portion in
 - Severity (0 to 4 points) is auto calculated
- You must show the data for all census tracts that touch the project, even if it isn't a DAC tract

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Project Need Question

- The Project Need question is Question #2 for all of the application types (except Plans)
- Points range from 38 points for Large Infrastructure to 53 points for Small Infrastructure
- Current Pedestrian and Bicycle Counts are required
 - Terms of users/day representing the entire project/program limits
 - No more than 3 years old
 - Document methodology – must be replicable for “after counts”
- School data will auto populate if the SRTS Project Sub-Type is selected in Part 3A
- 2 parts to the question: **Statement of Need** and **Addressing the Need**

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Statement of Need

- The application question gives items to discuss within the response (varies from I and NI).
- Public Health is included in this question with the option to use data from the Healthy Places Index (HPI) <http://healthyplacesindex.org>

Webinar Announcement

Healthy Places Index Launch Webinar

DATE: Thursday, June 14, 2018

TIME: 10:00AM – 11:00AM PST Webinar
11:00AM -11:30AM Live Q&A Session

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Addressing the Need

- Responses vary in complexity for Inf - S/M/L, but essentially asks about the following:
 - B. Describe how the proposed project will address the active transportation need:**
 - Close a gap?
 - Creation of new routes?
 - Removal of barrier to mobility?
 - Other improvements to existing routes?
- For NI, asks about how the program will use education, encouragement, enforcement to address the needs.

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Safety Question

- The Safety question is Question #3 for all of the application types (except Plans)
- ▢ Points range from 10 points for NI to 25 points for Small and Medium Infrastructure
- UC Berkeley SafeTREC, TIMS ATP Tool: <https://tims.berkeley.edu/>
The Tool has detailed step-by-step instructions for first-time users
- Flash Training: <http://caatpresources.org/index.cfm?pid=1462>
The "Overview" training is complete and the I and NI "Live Examples" will be coming soon

Infrastructure (S/M/L) – (Questions 4 - varies)

Public Participation Question

- The Public Participation question applies to all of the application types
- ▢ Points range from 10 points for all Infrastructure projects
- No significant changes from last cycle
- The Large Infrastructure has 5 questions, Medium has 2 questions, Small has 1 question

Scope and Plan Consistency (Infrastructure)

- The Scope and Plan Consistency question applies to all of the application types
- ▣ 2 points for all Infrastructure projects
 - No additional information from the applicant is required for Infrastructure Applications

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Context Sensitive/Innovative Project Question

- The Context Sensitive/Innovative Project question is for Medium and Large Infrastructure and NI projects only

- ▣ Points given- 5 points
 - This is a new question the Draft Scoring Rubrics says:

- Evaluators are to give consideration to the physical end product of context sensitive design are:
- The project satisfies the purpose and needs of a full range of stakeholders.
 - The project is a safe facility for both the user and the community.
 - The project is in harmony with the community, and it preserves environmental, scenic, aesthetic, historic, and natural resource values of the area.
 - The project exceeds the expectations of both designers and stakeholders and achieves a level of excellence in people's minds.
 - The project involves efficient and effective use of the resources (time, budget, community) of all involved parties.
 - The project is designed and built with minimal disruption to the community.
 - The project is seen as having added lasting value to the community.

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Funds Leveraging Question

- The Leveraging question applies to Medium and Large infrastructure applications only
- ▣ Points given- 5 points for Medium and Large Infrastructure projects only
 - To count towards leveraging in the evaluation criteria, the proposed leveraged funds can be from STIP, LPP CTC competitive programs or local funds.
 - Funds spent or committed to earlier project phases are eligible.

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Transformative Project Question

The Transformative project question applies to the Large infrastructure application only

Points given- 5 points for Large Infrastructure projects only

This is a new question the Draft Scoring Rubrics says:

The following checks and analysis must be done by the evaluator prior to awarding points:

Evaluators are to give consideration to:

- Describe what local adopted policies are in place to support your project's potential to create transformative mode-shift. Attach samples of adopted policies which impact the non-motorized environment.
- Goals, objectives, and performance measures for a complete walking and/or biking network ie Complete Streets policy
- Goals, objectives, and performance measures for reducing pedestrian and/or bicyclist fatalities and serious injuries.
- Land use zoning, and other development standards.
- Supportive policy tools, such as planning checklists, project development checklists, and facility design guidelines.

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Cost Effective Project Question

The Cost Effective project question applies to the Large infrastructure application only

Points given- 5 points for Large Infrastructure projects only

This question has changed from previous Cycles, the Draft Scoring Rubrics say:

Evaluators are to give consideration to:

- Projects that will meet the non-motorized needs for users of a wide range of ages and abilities.
- Projects that exhibit a balance between utility and aesthetics.
- The applicant has taken a systematic approach to analyzing strengths and weaknesses of various alternatives and has selected the alternative that will provide the highest benefits for the lowest cost.

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Non-Infrastructure (Questions 4-7)

- Q1: DAC (10 points)
- Q2: Need (40 points)
- Q3: Safety (10 points)
- Q4: Public Participation and Planning (15 points)
- Q5: Evaluation and Sustainability (10 points)
- Q6: Innovative Program Elements (5 points)
- Q7: Scope and Implementation (Exhibit 22-R) (10 points)- will cover in next section of Part C.
- Q8: CCC

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Plan (Questions 1-4)

- Q1: DAC (30 points)
 - % of Plan Area that qualifies as DAC
 - Auto-calculated DAC Severity
- Q2: Need (20 points)
 - Priority
 - Statement of Need
- Q3: Public Participation (25 points)
- Q4: Implementation (10 points)
- Q4: Plan Development (Exhibit 22-Plan) (15 points)- will cover in next section of Part C.

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Use of the Corps Question

- The Corps question applies to all of the application types (except Plans)
- Points taken- 5 points
 - 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.

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Applicant's Performance on Past ATP Funded Projects

- The Past Performance question applies to all of the application types
- Points taken- up to 10 points
 - Point reduction for non-use of the Corps as committed to in a past ATP award or project failure on any past ATP project.
 - The final decision on point reductions will be made by the CTC.

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Application Attachments- Engineer's Checklist, Attachment B (PSR Eq)

This application checklist is to be used by the engineer in "responsible charge" of the preparation of this ATP application to ensure all of the primary elements of the application are included as necessary to meet the CTC's requirements for a PSR Equivalent Document (per CTC's ATP Guidelines and CTC's Adoption of PSR Guidelines - Resolution G-99-33) and to ensure the application is free of critical errors and omissions; allowing the application to be accurately ranked in the statewide and regional ATP selection processes.

Special Considerations for Engineers before they Sign and Stamp this document attesting to the accuracy of the application:

Chapter 2, Article 8, Section 6735 of the Professional Engineer's Act of the State of California requires engineering calculation(s) or report(s) be either prepared by or under the responsible charge of a licensed civil engineer. Since the corresponding ATP infrastructure application defines the scope of work of a future civil construction project and requires complete engineering principles and calculations which are based on the best data available at the time of the application, the application must be signed and stamped by a licensed civil engineer.

By signing and stamping this document, the engineer is attesting to this application's technical information and engineering data upon which local agency's recommendations, conclusions, and decisions are made. This action is governed by the Professional Engineer's Act and the corresponding Code of Professional Conduct, under Sections 6729 and 6735.

The following checklist is to be completed by the engineer in "responsible charge" of defining the project's Scope, Cost and Schedule per the expectations of the CTC's PSR Equivalents. The checklist is expected to be used during the preparation of the documents, but not initialed and stamped by the engineer until the final application and application attachments are complete and ready for submission to Caltrans.

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Application Attachments- Engineer's Checklist, Attachment B (Items 1-3)

1. **Vicinity map /Location map** Engineer's Initials: _____
 - a. The project limits must be clearly depicted in relationship to the overall agency boundary
2. **Project layout-plan/map** showing existing and proposed conditions must: Engineer's Initials: _____
 - a. Be to a scale which allows the visual verification of the overall project "construction" limits and limits of each primary element of the project. Scale must be shown on the plan/map
 - b. Show the full scope of the proposed project, including any non-participating construction items
 - c. Show all changes to existing motorized/non-motorized lane and shoulder widths. Label the proposed widths
 - d. Show agency's right of way (ROW) lines when permanent or temporary ROW impacts are possible. (As appropriate, also show Caltrans, Railroad, and all other government agencies ROW lines)
3. **Typical cross-section(s)** showing existing and proposed conditions. Engineer's Initials: _____

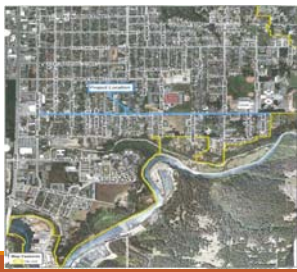
(Include cross-section for each controlling configuration that varies significantly from the typical)

 - a. Show and dimension: changes in lane width, ROW lines, side slopes, etc.

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Engineer's Checklist, Attachment B, Item 2. Project layout-plan/map

- Item 2.b says:
 - Show the full scope of the proposed project, including any non-participating construction items
- This is a good project location map
- This does map does not clearly indicate what the project scope is

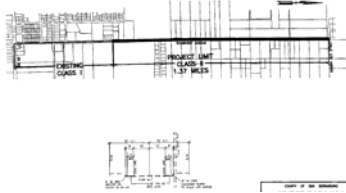


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Engineer's Checklist, Attachment B, Item 2. Project layout-plan/map

2.c says:

- Show all changes to existing motorized/non-motorized lane and shoulder widths. Label the proposed widths
- This is a better way to show all of the requested information



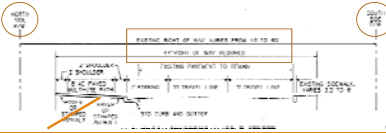
Engineer's Checklist, Attachment B, Item 3. Typical Cross-section(s)

Item 3 says:

- Show and dimension: changes in lane widths, ROW lines, side slopes, etc.

Showing each of these items helps us help you catch missed items like:

- Inadequate ROW width to construct the project
- Side slopes that need retaining walls or a large amount of fill



Application Attachments- Engineer's Checklist, Attachment B (Items 5 & 7)



5. Crash/Safety Data, Collision maps and Countermeasures:

Engineer's Initials: _____

- a. Confirmation that crash data shown is depicted accurately, is shown to scale, and occurred within influence area of proposed improvements.

7. Warrant studies/guidance (Check if not applicable)

Engineer's Initials: _____

- N/A a. For new Traffic Control Signals - an engineering study that includes analysis of Signal Warrants 1-9 (CA MUTCD) must be submitted. For ATP landings, warrants 4, 5 or 7 should be met but the final decision to install a signal must be made by the engineer. The engineering study (and any additional documentation of the engineering judgment supporting the Traffic Control Signal, if needed) must include the name and license number of the responsible engineer and must be attached to the application in the "Additional Attachments" section.

MTR3 This is for TED

McWilliam, Teresa Rs@DOT, 5/16/2018

Engineer's Checklist, Attachment B, Item 6. Project Schedule & PPR

6. **Project Schedule and Requested programming of ATP funding** Engineer's initials: _____
- a. All applicants must anticipate receiving federal ATP funding for the project and therefore the project schedules and programming included in the application must account for all applicable federal requirements and timeframes.
 - b. "Completed Dates" for project Milestone Dates shown in the application have been reviewed and verified
 - c. "Expected Dates" for project Milestone Dates shown in the application account for all reasonable project timeframes, including Interagency MOUs, Caltrans agreements, CTC allocations, FHWA authorizations, federal environmental studies and approvals, federal right-of-way acquisitions, federal consultant selections, project permits, etc.
 - d. The fiscal year and funding amounts shown in the PPR must be consistent with Implementing Agency's expected project milestone dates and available matching funds.

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Part C: NI & Plan Attachments

- Any attachments that are not required for your application type will be greyed out.
- Some attachments may have been required as part of a question, so they will already be attached here.
- All attachment forms can be found at: http://www.dot.ca.gov/hq/LocalPrograms/etp/cycle_4.html



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Attachment G: Exhibit 22-R: NI Work Plan

- Revised form from last Cycle
 - Make sure you are using the file name with **v11**
- Revised NI Guidance
 - Effective Date of **5/16/2018**
 - Re-formatted to match the categories of the 22-R
 - A few updates to eligible items and language, mainly so it's not so SRTS specific
- The 22-R is worth 10 Points
 - **Completeness** (complete, clear, organized, detailed)
 - **Consistency** with responses throughout application
 - **Compliance** with ATP and NI Guidance
- Overview Demonstration of 22-R

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Attachment H: Exhibit 22-Plan (Plan SOW)

- New form from last Cycle
 - Added a Scope of Work (SOW) template
 - The 22-Plan is worth 15 points
 - **Completeness** (complete, clear, organized, detailed)
 - **Consistency** with responses throughout application
 - **Components** (Includes the required plan components from ATP Guidelines or an explanation)
- Overview Demonstration of 22-PLAN

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Questions?



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ATP Advice from Program Managers



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Review These Resources:

- CTC ATP Guidelines <http://www.catc.ca.gov/programs/atp/>
- Application Instructions <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-4.html>
- Scoring Rubrics <http://www.catc.ca.gov/programs/atp/>
 - Should be posted within a few weeks of the beginning of the call for projects
- ATRC Flash Training <http://caatpresources.org/index.cfm?pid=1419>
 - Additional details provided in a separate "Flash Training" slide later in presentation
- Caltrans LAPG Chapter 22 <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-4.html>
 - geared towards the implementation of projects - after ATP funds are awarded
- Non-Infrastructure Guidance (for NI projects) <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-4.html>

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Verify Your Project & Use all of the Resources

- Walk the project
- Make sure it fits in ROW
- Consult with experts to determine if there are Historical, Traffic or Environmental impacts/studies
 - Allow additional time/resources in your schedule if any of these items are identified
- Use the Application Instructions and Scoring Rubrics to get your project to success
- Many of the successful applications are a collaboration of citizens, planners, engineers and the application writer(s).

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Project Delivery

- **Timely Use of Funds (T.U.F.)**
- Allow enough time for all funded phases of your project
 - Advancements are easier to get than Time Extensions
 - Time Extensions require a justification, which usually takes a few iterations to cover all of the issues
 - Advancements are handled through the regular allocation request process
- Letter of No Prejudice (LNOP)- Only recommended if Program funding becomes an issue
 - An applicant can apply to the Commission for an LONP for a programmed project. If approved, the LONP allows the agency to expend its own funds (incur reimbursable expenses) for any component of a project. This does not relieve the agency from the applicable match or other requirements of the program.

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Field Review

- Any project requesting over \$10M in ATP funding must expect to have an onsite field review with Caltrans and CTC staff.

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Application Check

- Yellow Shaded Boxes indicate a required field or an input error.
- When you click the Submit button the system is going to go back to any yellow boxes and you will have to in attach an attachment, or correct a formatting issue before the application will submit

Will ATP funds be used in this phase of the project? Yes No

Proposed CTC "PA&ED Allocation" Date: 7/1/2019

Notice to Proceed with Federally Reimbursable ATP Work: 8/30/2019

Expected or Past Start Date for PA&ED activities: 10-20-19

Time to complete the separate CEQA & NEPA studies/approvals: [] months (See note #2, above)

Expected or Past Completion Date for the PA&ED Phase: []

* Applications showing the PA&ED phase as complete, must include/attach the signature pages for the CEQA and NEPA documents, which include project descriptions covering the full scope.

[] Attach

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View ATRC Flash Trainings

- Flash Trainings are short recorded training modules that will help applicants navigate various aspects of the ATP application process.
- View them here: <http://caatpresources.org/index.cfm?pid=1419>
- Current Flash Trainings:
 - Master Agreement for Non-Traditional Applicants
 - TIMS ATP Tool (live demo video coming soon)
 - Partnering with the CCC
 - Guidance on the Non-Infrastructure Work Plan (coming soon)
 - Guidance on the Plan Scope of Work (coming soon)

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ATRC Non-Infrastructure Technical Assistance

The screenshot shows the ATRC website with the following content:

ATP Non-Infrastructure Education Contacts
 Have a question about active transportation non-infrastructure (NI) projects? Or need help finding resources for your NI project? Please contact us at ATSP@oiph.ca.gov.

Non-infrastructure technical assistance providers

- Victoria Custodie**
 Phone: 916-452-8633
Victoria.Custodie@oiph.ca.gov
- Jane Kemp**
 Phone: 916-452-8632
Jane.Kemp@oiph.ca.gov
- Valerie Shipman**
 Phone: 916-452-8638
Valerie.Shipman@oiph.ca.gov

ATRC Active Transportation Resource Center Needs Assessment

Deadline Extended until May 31!
<http://caatpresources.org/>

- Please fill out the online needs assessment to help us help you!
- Survey was released in Tuesday April 17 and closes in **May 18 May 31**.
- Please submit **one** survey representing each agency's active transportation employees.
- PDF version of survey provided.

Caltrans DLAE's and District ATP Coordinators

- Keep you District Local Assistance Office staff informed. They know your area and can help you get your application to success!
- If you have questions on ATP Cycle 4 Call-for-Projects (guidelines, application form, attachments, etc.), please contact your Caltrans Local Assistance ATP coordinator or District Local Assistance Engineer (DLAE).
- If you don't know who your District contacts are please see the following links:
 - District Local Assistance Engineers (DLAEs)- <http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm>
 - District ATP Coordinators- <http://www.dot.ca.gov/hq/LocalPrograms/atp/documents/ATP-District-Coordinators.pdf>

Questions?