

# Frequently Asked Questions (FAQ's) (updated 4/16)

## *FAQ's from District 6 training (April 2, 2014)*

- 1) Are high schools eligible for safe routes to school funding and matching requirements?  
A- Yes. Under the ATP, projects increasing walking and biking safety and convenience for public schools (primary, middle, and high school) students are considered Safe Routes to School projects and are exempt from the matching requirement.
  
- 2) In the ATP Application, Part 1, Question 33 do I need to give the distance to a safe routes to school project if the project is for a high school?  
A- Yes. The distance requested applies to all safe routes to school eligible projects. See Question #1 above for additional information.
  
- 3) Will funding cover any utility work?  
A- Utility work that is necessary to make the project safe and functional is allowable- rule of thumb 10% of the project cost.
  
- 4) Will funding cover pole relocations?  
A- Utility work that is necessary to make the project safe and functional is allowable- rule of thumb maximum 10% of the project cost.
  
- 5) Will funding cover decorative or enhancement projects? For example, decorative street lighting, landscaping, or decorative sidewalks?  
A- "Street" lighting is not eligible- pedestrian lighting is- the enhancements should be "incidental" i.e. maximum 10% of the project costs.
  
- 6) Can street lighting be included in sidewalk projects?  
A- "Street" lighting is not eligible. Pedestrian lighting is eligible.
  
- 7) Why would you create a state bicycle plan rather than a state active transportation plan?  
A- Caltrans, by law, needs to develop a State bicycle map. CT is also interested in developing a State Bicycle Plan that would include the bicycle map. Separately, CT will be working on a State Pedestrian Plan. An Active Transportation Plan will probably be written as an "umbrella document" that includes the Bicycle and Pedestrian Plans by reference.

8) Slide #45...Development of Bikeways and Walkways: Project will need curb, gutter and sidewalk. What about drainage?

A- Utility work that is necessary to make the project safe and functional is allowable- rule of thumb 10% of the project cost.

What types of improvements, e.g. underground pipes, tying into ponding basins, etc. are eligible for ATP/SR2S funding?

A- Utility work that is necessary to make the project safe and functional is allowable- rule of thumb 10% of the project cost.

What types of improvements are not eligible for ATP/SR2S funding?

A- Improvements that do not meet one or more goals of the ATP Program goals. This would include: routine maintenance and operations, general recreation and park facilities, playground and sports field picnic areas, landscaping (in excess of the 10% rule), etc.

9) How do the improvements identified by way of the E.T. and/or CBTP grants fair in the ATP selection process?

A- Plans completed under these grant programs could help the applicant address the ATP application screening criteria and narrative sections.

10) Caltrans has funded planning projects since 2000. How do we address the disconnect between our funding programs, e.g. SRTS, ATP, and the planning grant program funded by Caltrans?

A- Caltrans can only operate under the funding program rules it is given.

11) Does “public schools” include higher education?

A- Yes. However, colleges do not qualify for SRTS funds, but they can qualify for the general ATP funds.

12) Can we combine projects in one application, or is a separate application needed for each project?

A- You can combine projects.

13) Is there a project maximum?

A- No, there is no maximum.

- 14) Is there a repost of successfully funded apps that can be reviewed?  
A- There is no electronic repository of successfully funded apps. However, appointments can be scheduled to review specific applications at the CT headquarters in Sacramento. E-mail [Teresa.mcwilliam@dot.ca.gov](mailto:Teresa.mcwilliam@dot.ca.gov) to request an appointment.
- 15) Will Caltrans provide feedback on drafts?  
A- No, there isn't time.
- 16) Is special consideration given to innovative projects?  
A- Innovative projects should be addressed in the application narrative. The applicant will need to adequately describe the need, benefits, and how it meets the goal(s) of the program.
- 17) Can private for-profit companies be partnering agencies?  
A- No
- 18) Can ATP use AB872?  
A- No. AB872 is only for STIP funds.
- 19) Does the corp. work participation in a project apply towards the DBE goal set for the project?  
A- No. The corp.'s are not Disadvantaged Business Enterprises.
- 20) Does a project require both CEQA and NEPA?  
A- The ATP program has both State and Federal funding sources. Most projects will have some (or all) federal funding; these projects will require NEPA. Any projects that have only State funding will only require CEQA.
- 21) Is there an online list of Master Agreements with jurisdictions?  
A- No. You should check with your local public agency to see if they have a Master Agreement in place.
- 22) Does the 2<sup>nd</sup> cycle have a 4 year time frame?  
A- Yes, 15/16 backup, 16/17, 17/18 & 18/19

*FAQ's from District 3 training (April 3, 2014)*

23) Can a community services district apply?

A- (1) It depends on what purpose and powers were given to the community services district (CCD) when formed. If the CCD was given responsibility for oversight of transportation or recreational trails they may be eligible. It would also depend on if they have control over the property, roads, etc that they propose to improve. (2) A CCD must also meet the requirements for entering into a Master Agreement (MA) with Caltrans. See the MA information section in the ATP Application Instructions. It is unlikely that a community services district would meet the requirements for a MA agreement, so it would be suggested that they partner with an eligible public agency.

24) What is a "trail" rather a "recreational trail" in #22 of the application?

A- A trail is unpaved. A recreational trail can be paved or unpaved, and often allows for ADA usage on a portion of the facility.

25) Can ATP funding be used to improve bicycle safety on roads that are not class I, II, or III bikeways?

A- Yes, ATP funding can be used to provide a Class I, II, or III bikeway.

26) Will HDM Chapter 1000 be enforced?

A- Yes. An agency may also follow the Design Exception process if needed.

27) Is community service district property considered public property?

A- See question #21.

28) Why do you reference bicycle access to transit, but not pedestrian access to transit?

A- Under the ATP program access to transit projects by both pedestrian and bicycle are equally eligible.

29) Are safe routes to school bus stops eligible for safe routes to school funding?

A- Bus stops are not eligible for funding.

30) Can tribal ccc's be used?

A- If there is a CCC center that utilizes tribal members, then, as the CCC, yes -- it qualifies as a partner under the guidelines. But, if it is not part of the state agency (CCC) or a certified local conservation corps as defined in Public Resources Code sec 14507.5 (which is certified by the CCC), then no.

- 31) How do we know if a project is eligible for toll credits?  
A- All projects are eligible for toll credit match. The applicant will have to check with the local RTPA to see if toll credits could be utilized.
- 32) On slide #89, will applications also be flagged if the agency has a red flag on BTA, HSIP, and/or HBP project?  
A- Yes. The applicant also has the opportunity in narrative question #8 to explain any past performance issues.
- 33) What fiscal years will be included in ATP cycle 2?  
A- For programming it will be 14/15, 15/16, 16/17 and 17/18.
- 34) Will cycle 3 be a 5 year cycle?  
A- A potential cycle 3 would be dependent on the passing of future federal transportation bills. There is no guidance for a future cycle 3 at this time.
- 35) Will both the federal and state portions of a federalized ATP project be funded, or will a project only be funded the 88.53% federal and not receive the 11.47% state match?  
A- Match is required for all ATP projects except projects predominantly benefiting a disadvantaged community, stand-alone non-infrastructure projects, and safe routes to schools projects.
- 36) Can a local agency use its own approved standard plans and specs for an ATP project?  
A- Streets and Highways Code Section 891 requires that all city, county, regional, and other local agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted utilize all minimum safety design criteria established by Caltrans. Chapter 11, Design Standards, of the Caltrans Local Assistance Procedures Manual describes statewide design standards, specifications, procedures, guides, and references that are acceptable in the design of Local Assistance projects. The chapter also describes design exception approval procedures, including the delegation of design exception approval authority to the City and County Public Works Directors for projects not on the state highway system. These standards and procedures, including the exception approval process, must be used for all Active Transportation Program projects.
- 37) If you ask for PE funds in 15-16 and you state that local funds will pay for construction, can you submit in cycle 2 for construction funds?  
A- No. If you intend to apply in cycle 2 for construction funds you need to state so in the application.
- 38) Is a match required for all infrastructure safe routes projects?  
A- All safe routes to school projects are exempt from the match requirement.

- 39) Is a match required if the applicant has an NI project in with a non NI project?  
A- That would depend on the project type and the community it benefits.  
Per CTC Guidelines: projects predominantly benefiting a disadvantaged community, stand-alone non-infrastructure projects, and safe routes to schools projects do not require a match.
- 40) When calculating accident data how many years back should you look? FHWA uses 3 to 5 years, HSIP uses up to 10 years?  
A- Actually HSIP says 5 minimum to 10 years maximum. Standard policy says 3 to 10 years. Using 3 years shows the current trend, whereas 10 years may not be capturing recent shifts.

*FAQ's from District 7 and District 12 training (April 8&9, 2014)*

- 41) Is there a preference for funding urban vs. rural projects?  
A- Ten percent of the ATP funding is set aside for projects in small urban and rural areas with populations of 200,000 or less.
- 42) Would ATP fund a project in unincorporated areas? Ex. Unincorporated Riverside County in the Eastern Coachella Valley.  
A- Yes.
- 43) On page 5 of the ATP Application Part 1, under Allocation/Authorization Requests Schedule, (a) what is Proposed Allocation Date? I understand that the E-76 Date refers to our Requests for Authorization for the corresponding phase. On the last page, Additional Application Attachments, it says that a detail estimate is required for construction phase only. (b) Are we required to include an estimate if our proposed project includes PE & Construction-infrastructure phases?  
A- (a) The Allocation date is the date that you will be asking for the funding to be voted by the CTC- it can be 2 to 6 months prior to the E-76 date. Allocation requests are project and phase specific.  
A- (b) If the application is requesting both PE and Const you should still include an estimate of your project costs.
- 44) Can some funds be used to purchase count equipment – i.e.: permanent bike counts that could be installed during the implementing an IF project – so that the jurisdiction and Caltrans will have data from the project for years after implementation?  
A- If the count equipment is a direct cost to the project, then it will be eligible.  
Equipment that is permanently installed on a project site may be justifiable if the applicant can adequately describe the need and how it meets the goal(s) of the program in the application. Purchase of equipment that is used temporarily on a

project and is then relocated / used for other purposes would be considered non-eligible or a non-participating cost. As it is difficult to answer questions on item specific eligibility, I would encourage any applicant to include any and all items they feel are a DIRECT cost to the project with justification for consideration.

45) Will Caltrans award partial funding if an NI project is scalable or in phases? For instance say I'm proposing to an intensive community engagement process in 4 communities for \$1 million – would Caltrans award the grant but stipulate focusing on only two communities for \$500,000?

A- Caltrans will not scale a project down as proposed, however, the applicant can include a scaled down option within its application for consideration. For example, in your scenario above, the applicant can include data for the project for all 4 communities and provide data for a reduced scope including only two communities. Caltrans would not do this on its own nor choose which 2 communities to include and/or exclude in order to reduce the award amount.

46) It would be great to see Caltrans or the CTC develop forms that are specific to NI programs in the future; i.e. no longer use the PPR for NI projects. I think it would help simplify things for the jurisdictions that are applying for NI activities – especially school districts - and make it easier to program, report on, etc. Right now filling out construction forms for community engagement/education/enforcement/evaluation activities is a little like putting a square peg in a round hole – it just doesn't fit.

A- We are still trying to work out how to best capture all of the information that has been rolled into ATP. Please send a good example for future reference.

47) Is it possible for one agency to take the lead on submitting an application for infrastructure work and name another agency as a joint partner, or sub-contractor to implement NI work for SRTS, or does this conflict with requirement for competitive bidding for sub-contractors?

A- All projects both infrastructure and non-infrastructure must comply with competitive bidding requirements. This includes using partners to perform any work for pay.

48) For projects requesting funds for both design and construction, are they required to have preliminary plans or conceptual plans?

A- It would benefit the applicant to show what work has been done to date to identify the project.

49) Can ATP funds be used for counts before and after evaluations?

A- Yes.

50) When requesting performance on “ATP type projects,” what categories of projects are included or should be considered?

A- All eligible ATP projects. Such as: SRTS, Bike, Pedestrian, and Rec. Trails.

51) If a project does not serve a disadvantaged community in any way is it still competitive?

A- Yes.

52) Scenario: I work in a city and I have a 4 million dollar project. If we have an agreement with a partner during the application, can we use them for construction? If so, can you site a resource explaining the details of this?

A- All projects both infrastructure and non-infrastructure must comply with the competitive bidding requirements. Partners listed on the application are not excluded from the satisfying the competitive bidding requirements.

53) Match Question: SR’s doesn’t require match. What if project includes SR’s and other elements?

A- Your application should provide a detailed budget for all work items and clearly show the match requested for the safe routes work and the match that you will provide for the other work.

54) Are bike parking membership fees eligible?

A- No.

55) Will Caltrans award partial funding for NI proposals? Our county agency would like to apply for a number of different unincorporated areas and one proposal will be scalable.

A- See question #43.

56) Past NI grants have been limited to \$500,000. Is Caltrans supportive or open to NI proposals over \$500,000?

A- There is no limit on NI projects amounts.

57) Are match requirements for projects \$1 million or more no longer included?

A- Match is required for all ATP projects except projects predominantly benefiting a disadvantaged community, stand-alone non-infrastructure projects, and safe routes to schools projects.

58) Can SRTS NI programs benefit a public charter school located on property owned by a public school district?

A- Yes.

59) For construction only, if design is to be done in house, and can meet the ATP schedule, will the requirement for preliminary or final plans be waived?

A- No.

60) How does the continuity of bike facilities impact scoring?

A- Continuity is considered in the application narrative questions #1 and #2.

61) Can street resurfacing funds serve for matching funds for on street bike and pedestrian improvements which may occur outside of resurfacing project limits?

A- No.

62) Is outreach considered part of the design process for an infrastructure project, or should a design & environmental & construction project with outreach be a combined IF & NI project?

A- Public outreach is considered an important part of all projects.

63) Do NI applicants need to answer question #4 cost effectiveness? If so, can Caltrans provide some examples of how to calculate cost / benefit for NI projects?

A- Yes, you need to answer question#4 to achieve maximum points. See the links in the Application Instructions for more information.

64) Part 1, Questions 26-33

1) # of students living along school route. Do we need to answer this if we are doing a NI project?

A- Yes, if it is a safe routes to school type project.

Does the response from our related IF projects need to be included?

A- Yes, if it is a safe routes to school type project.

2) Project distance from school. Do we need to answer if doing NI?

A- Yes, if it is a safe routes to school type project.

Does the response from the related IF application need to be included?

A- Yes, if it is a safe routes to school type project.

3) Would Caltrans prefer to see SRTS NI projects bundled with SRTS IF projects?

A- There is no preference.

- a) Do SRTS NI projects score better if implemented where jurisdictions are doing IF projects?  
A- No
- b) Is it ok (ex. Will receive equal score) if you're focusing on SRTS NI programs at schools where IF improvements are not yet funded?  
A- Safe routes NI projects do have to be tied to an IF project.
- 65) Can you please fix the issues with the link for the economic disadvantaged area map?  
A- The links have been fixed. Please revisit the ATP website.
- 66) Creating a sustainable NI initiative requires a lot of relationship building with community members (parents, schools, etc.). This is important yet time consuming work and may mean fewer direct education services during the grant term. Is Caltrans open to a more intensive community engagement approach?  
A- Community level engagement is acceptable.
- 67) Does Caltrans require an agency to submit traffic signal warrants if applying for the construction of a signal?  
A- This is not required in the application phase.
- 68) Is an electronic speed radar sign eligible for safe routes to school?  
A- See question #44.
- 69) Modifying the sidewalk to allow bikes and pedestrians on the sidewalk. Is this concept allowed and eligible for safe routes to school?  
A- Class 1 Bike Paths are eligible projects.
- 70) In the presentation it was stated that federal funds cannot match ATP funds, but the matching requirements in page 3 states local, private, state, or federal are eligible. Are federal funds an eligible match?  
A- Federal toll credits are eligible matching funds.
- 71) Are bus stop improvements or upgrades such as a bus shelter funded through the ATP federal grant?  
A- No.
- 72) To what extent do we need to address all 5 E's for a SRTS NI proposal?  
A- You should address the 5 E's as they apply in the narrative questions.

73) So that our NI initiative is sustainable over the long term, we would like to have a major focus on encouragement and parent training activities. Is Caltrans open to / in support of this approach?

A- Yes, as long as the project meets the goals/requirements of the ATP program.