



ACTIVE TRANSPORTATION PROGRAM (ATP)

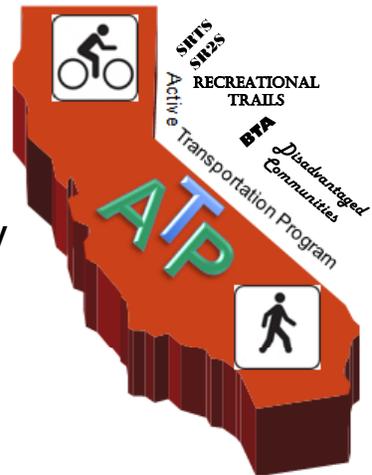
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ATP Program Manager

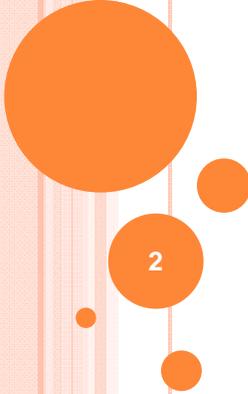




**OVERVIEW OF
CALTRANS BICYCLE AND PEDESTRIAN
PROGRAMS**

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**Bicycle & Pedestrian Facilities
Program Manager**



BICYCLE PROGRAM



- May is Bike Month
- Annual Non-Motorized Report to the Legislature
- Bicycle Transportation Account (BTA)
- California Bicycle Advisory Committee (CBAC)
- Strategic Highway Safety Plan- Challenge Area 13
- New Bicycle Initiatives



MAY IS BIKE MONTH



- Caltrans is major sponsor each year
- Important part of Caltrans support of non-motorized transportation
- Bicycle safety classes
- Director's ride
- Caltrans led "major employer" category for bicycle mileage in Sacramento region in 2013 with 262 riders logging 57,647 miles for the month of May



NON-MOTORIZED REPORT TO THE LEGISLATURE

- Active Transportation Program progress report
- Bicycle Transportation Account (BTA) close-out overview
- Safe Routes to School (SR2S) close-out overview
- Funding overview
- May-is-Bike-Month
- Bicycle events throughout the state



BICYCLE TRANSPORTATION ACCOUNT (BTA)

- Funding City and County Bicycle Projects since 1975
- Provided \$7.2 million a year
- Project categories included new bikeways, improved bikeways and removing travel barriers
- Project eligibility categories have been folded into the ATP
- BTA close-outs will take six years



CALIFORNIA BICYCLE ADVISORY COMMITTEE (CBAC)

- Advise Caltrans on Bicycle-related policies and issues such as facility design, safety, and pending legislation
- Members include bicycle advocacy groups, MPOs, and League of Cities
- Reviews proposed actions concerning bicycles from the California Traffic Control Devices Committee
- Provide information on deficiencies and needed upgrades to bicycle facilities



STRATEGIC HIGHWAY SAFETY PLAN (SHSP)- CHALLENGE AREA 13

- SHSP is a Federal program started in 2007
- In California, Challenge Area 13 (CA 13) is: Improve Bicycle Safety
- Current action items include a Pedestrian and Bicyclist Handbook, School curriculum and annual bicycle-related edits for the DMV Driver's Handbook



CALTRANS PEDESTRIAN PROGRAM

- Pedestrian Advisory Committee
- Active Transportation for Livable Communities (ATLC)
- SHSP CA 8: Making walking and street crossing safer
- Ped Counts Conference



NEW BICYCLE INITIATIVES

- Bicycle Task Force
- State Bicycle Map
- State Bicycle Plan
- National Bicycle Network (Adventure Cycling for AASHTO)

<http://www.adventurecycling.org/routes-and-maps/us-bicycle-route-system/>



ATP PRESENTATION TOPICS

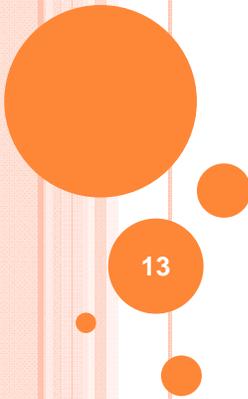
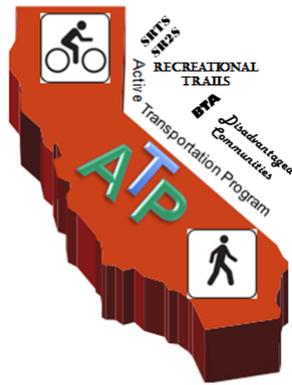
- Overview
- Program Goal
- Program Funding & Schedule
- CTC Information
- Eligible & Sample Projects
- Bikeways Defined

ATP PRESENTATION TOPICS- CONTINUED

- Project Phases,
Funding & Schedule
- Conservation
Corps.
- My Project was
selected
- ATP Project
Schedule



Questions



PROGRAM OVERVIEW

Active Transportation Program
is

ACTIVE

Modes of Transportation



The latest Federal Transportation Act
MAP-21 created

TAP

(Transportation Alternatives Program)

TAP CONTAINS ELEMENTS OF:



TE

(Transportation Enhancements)

RTP

(Recreational Trails Program)

SRTS

(Federal Safe Routes to School)





THE PROGRAM GOAL

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“Over the coming years, the Active Transportation Program will increase the number of bicycling and walking trips in California, improve safety and mobility, help achieve greenhouse gas reductions.”

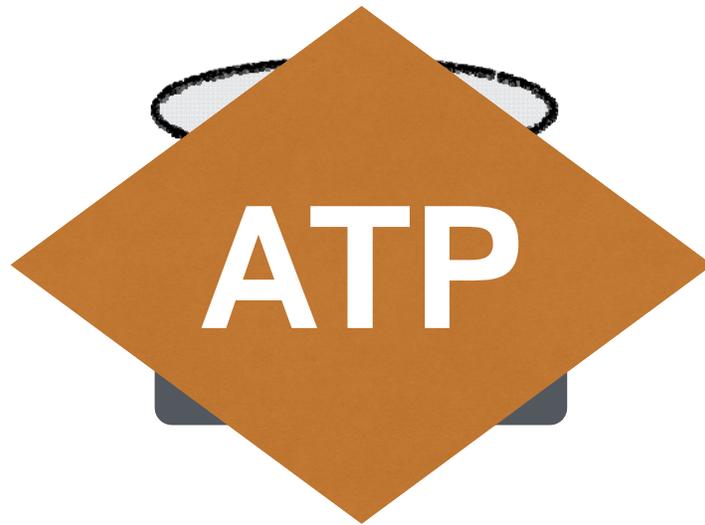


– John A. Perez, Speaker of the Assembly





GOVERNOR BROWN'S SB99 FOCUSED FUNDING
TO NON-MOTORIZED TRANSPORTATION



ANNUAL ATP FUNDING IS A COMBINATION OF
STATE HIGHWAY ACCOUNT (SHA) AND
FEDERAL FUNDS

State Highway Account
\$34.2M

\$129.5M

Federal Trust Fund
\$95.3M

FUNDING DISTRIBUTION

Because a majority of the funds are in the ATP are federal funds most; if not all projects, must be federal-aid eligible.



FUNDING DISTRIBUTION

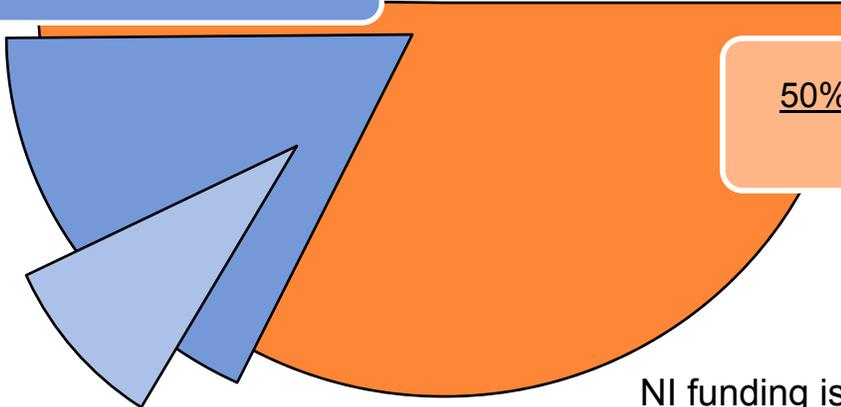
40% to MPOs
Populations > 200k
\$51.8M

10% to Rurals
Populations ≤ 200k
\$13.0M

50% for Statewide
\$64.7M

FUNDING DISTRIBUTION

Minimum Safe Routes to School
\$24.0M



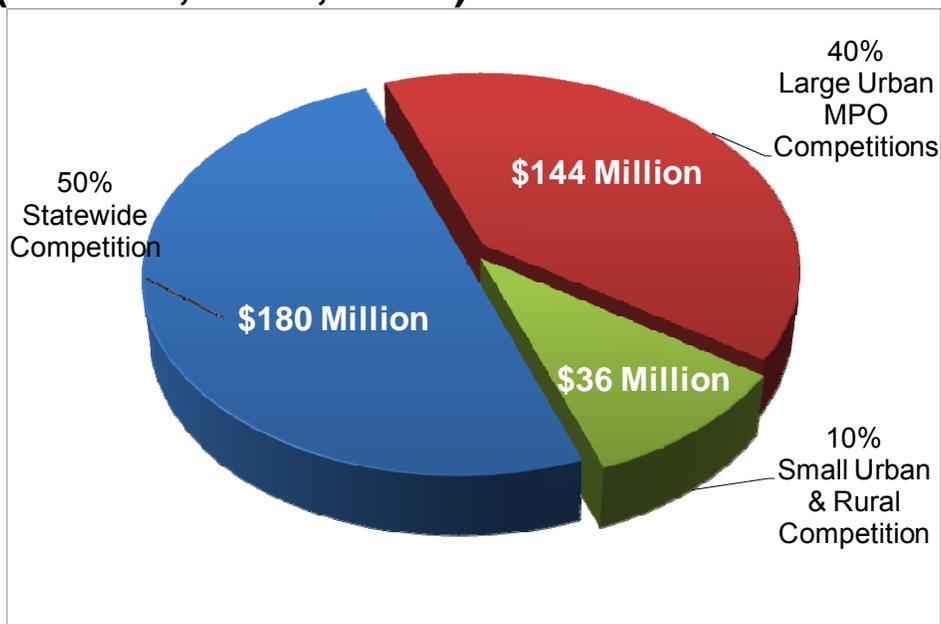
50% for Statewide
\$64.7M

Minimum Non-Infrastructure (NI)
\$7.2M

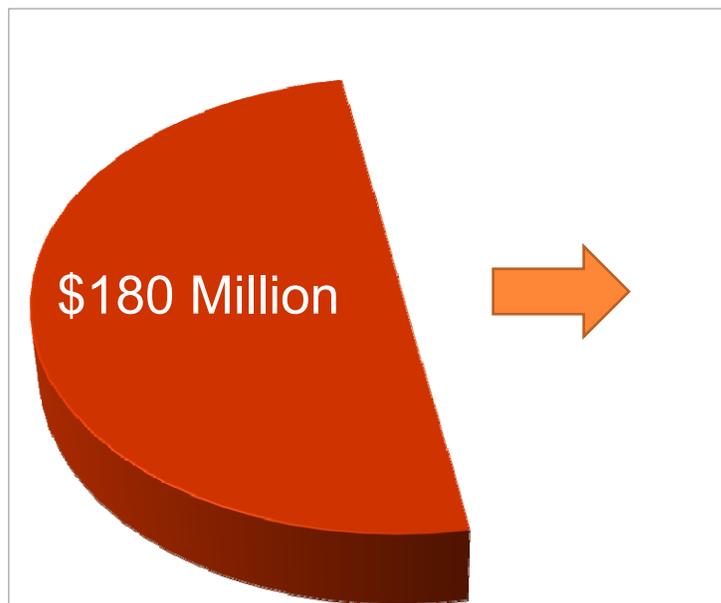
NI funding is not limited to SRTS projects

\$360M ATP CYCLE 1

Three years of funding awarded in one cycle (FY13/14, 14/15, 15/16)



STATEWIDE 50% CYCLE 1

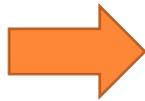


- \$72M min for SRTS projects *of which* \$21M min for non-infrastructure programs
- 25% min for disadvantaged communities
- 5% max for planning in disadvantaged communities

**All communities are eligible to apply to the Statewide Competition*

SMALL URBAN & RURAL 10% CYCLE 1

\$36 Million



- 25% min for disadvantaged communities

Communities in rural regions or in urban regions with populations **under 200,000 are eligible for the Small Urban & Rural Competition*

CALTRANS PROGRAM SCHEDULE

Statewide Call for ATP Projects- March 21, 2014

End Statewide Call for ATP Projects- May 21, 2014

Projects not selected for Statewide funding distributed to large MPOs- August 20, 2014

Oct 2013

Jan 2014

Apr 2014

Jul 2014

Oct 2014

Jan 2015

CTC PROGRAM SCHEDULE

Large MPOs submit
Optional Guidelines to CTC 5/21/2014

CTC approves or rejects MPO
Guidelines 6/25/2014

CTC Staff recommendations
for Statewide & rural/small urban
program 8/8/2014

CTC Adopts Statewide &
rural/small urban program
8/20/2014

MPO project recommendations
to CTC 9/30/2014

CTC Adopts MPO
selected projects
11/2014

Oct 2013

Jan 2014

Apr 2014

Jul 2014

Oct 2014

Jan 2015

\$360
M

14/15,
15/16 &
13/14
carryover



*1st Cycle Call
for State
selected
Projects!*

2014

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**State
selected
ATP
Applications
due!**

2014

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**Tentative
Cycle 2
Statewide
Call for
Projects**

2014/15

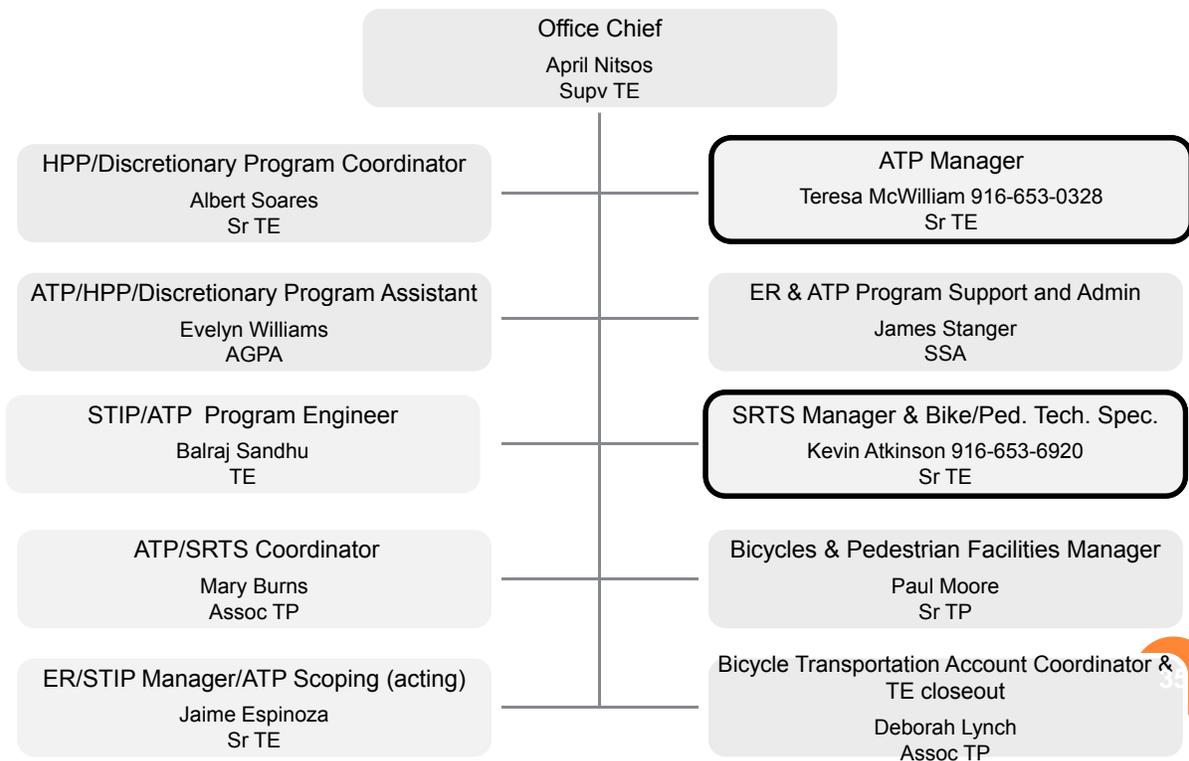
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**LOCAL ASSISTANCE OFFICE OF
ACTIVE TRANSPORTATION &
SPECIAL PROGRAMS (OATSP)
STAFFING**

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Division of Local Assistance Office of Active Transportation & Special Programs



CTC INFORMATION & GUIDELINES

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



Go here to review the CTC Guidelines

Go Here for Call for Projects info

<http://www.dot.ca.gov/hq/LocalPrograms/atp>

You can sign up for notifications when our website is updated here:
<http://lists.dot.ca.gov/mailman/listinfo/dla-website-updates-announce>

ELIGIBLE APPLICANTS

- Local, Regional or State Agencies*
- Transit Agencies
- Natural Resource or Public Land Agencies
- Public schools or school districts
- Tribal Government** - Federally-recognized Native American Tribes
- Private nonprofit tax-exempt organization-
for Recreational Trails**
- **Any other entity**- with responsibility for oversight of transportation
or Recreational Trails that the CTC determines to be eligible

*Caltrans & MPOs (except MPOs that are also RTPAs) are not eligible project applicants for the federal TAP funds.

** All applicants must be able to enter into a Master Agreement (MA) with Local Assistance

PARTNERING

Entities 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.

- The Implementing agency will be responsible and accountable for the use and expenditure of program funds.

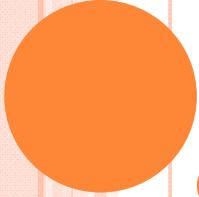


PROGRAM GOALS

- Increase the proportion of trips accomplished by  and 
- Increase the safety and mobility of non-motorized users
- Advance the efforts of regional agencies to achieve greenhouse gas (GHG) reduction goals
- 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 (a minimum of 25%)
- Provide a broad spectrum of projects to benefit many types of active transportation users

DISADVANTAGED COMMUNITY DEFINED

- A project must clearly demonstrate a benefit to a Community that meets one of the following; in order to qualify as a Disadvantaged Community:
 - The median household income is less than 80% of the statewide median, based on the current census tract data.
 - An area identified among the most disadvantaged 10% in the state according to CalEnviroScreen scores.
 - At least 75% of public school students in the project area are eligible to receive free or reduced-price meals under the National School Lunch Program (NSLP) , or
 - The applicant can submit for consideration a quantitative assessment of why the community should be considered disadvantaged.



ELIGIBLE PROJECTS

ELIGIBLE PROJECTS

- All projects must meet 1 or more of the previously listed program goals.
- Projects can be:
 - Infrastructure (IF)- Capital improvements that will further the goals of the program- including planning, design, and construction
 - Non-infrastructure (NI)- Education, Encouragement, enforcement and planning activities that further the goals of the program
 - Pilot or start-ups that demonstrate funding for ongoing efforts
 - Not for funding current ongoing efforts
 - NI is not limited to projects that benefit students
 - Combined IF & NI

ELIGIBLE PROJECTS- CONTINUED

- Eligible ATP projects consist of but are not limited to:
 - Development of bikeways & walkways.
 - Improvements to existing bikeways & walkways

- SRTS projects that improve the safety of non-motorized students, the project must:
 - Increase safety & convenience for public school students to walk and/or bike to school
 - Infrastructure projects must be located within 2 miles of any public school, or
 - Within the vicinity of any public school bus stop

ELIGIBLE PROJECTS- CONTINUED

- Eligible ATP projects consist of but are not limited to:
 - Safe routes to transit projects
 - Establishment or expansion of a bike share program.
 - Bike-carrying facilities on public transit

 - Recreational trails,
 - trailheads,
 - trail linkages,
 - connectivity to non-motorized corridors,
 - conversion of abandoned railroad corridors to trails

ELIGIBLE PROJECTS- CONTINUED

- Recreational trails projects must meet the federal requirements of the Recreational Trails Programs, at :

https://www.fhwa.dot.gov/environment/recreational_trails/

- Multi-purpose trails and paths that serve both recreational and transportation purposes are generally eligible in the ATP, so long as they are consistent with 1 or more goals of the program.

ELIGIBLE PROJECTS- CONTINUED

- Eligible ATP projects consist of but are not limited to:
 - Installation of ped./bike traffic control devices
 - Secure public bike parking at
 - Employment centers
 - Park & ride lots
 - Rail & transit stations
 - Ferry docks & landings



ELIGIBLE PROJECTS- CONTINUED

- Eligible ATP projects consist of but are not limited to:
 - Education programs to increase biking & walking
 - Development of bike and/or walk-to-work/school day/month
 - Bike/Ped. Counts,
 - walkability/bikeability
 - Bike/Ped. safety analysis
 - Bike/Ped. safety education programs
 - Developing walking & biking maps
 - Developing “walking school bus” or “bike train” programs
 - School crossing guard training
 - School bike clinics
- All ATP facilities projects must be open to the public 24/7

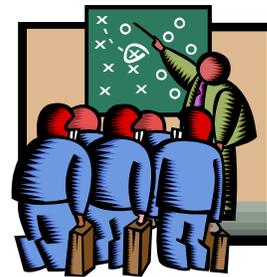


FUNDING A PLAN

○ Funding for Plans

- ATP may fund the development of a
 - Bike plan
 - Pedestrian plan
 - Safe routes to schools plan or
 - Active transportation plan

In a disadvantaged community only

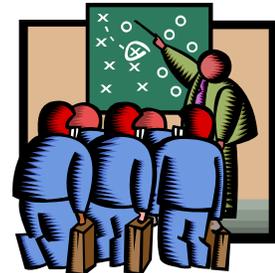


Also

- CTC will set aside up to 5% of the statewide funds for active transportation
- MPOs may also have a 5% planning set aside

FUNDING A PLAN- CONT'D

- Funding for Plans- continued
 - The 1st priority for funding of active transportation plans will be for Agencies that don't have:
 - A bicycle plan or a
 - Pedestrian plan or a
 - Safe routes to schools plan or an
 - Active transportation plan
 - The 2nd priority will be for funding of active transportation plans for Agencies that have either:
 - A bicycle plan or a pedestrian plan
 - But not both
 - See the ATP guidelines for the ATP Plan requirements



SAMPLE PROJECT-SRTS

AUBURN, WASHINGTON



1995 Pilot Program

- District-wide plan
- Sidewalks, bike lanes, curbs, and four-way stops at crosswalks

2007

- Shared use path, crosswalks, signs, safety education, media outreach, and encouragement events

SAFE ROUTES TO SCHOOL PROJECT

AUBURN, WASHINGTON

Milestones

- 20% of students are walking or bicycling to school
- Bus use decrease from 6 to 1
- \$220,000 annual savings



SAFE ROUTES TO SCHOOL PROJECT

YUBA CITY, CA



- Constructed curb, gutter, and curb ramps
- Installed bicycle lanes and pavement markings

SAFE ROUTES TO SCHOOL PROJECT

YUBA CITY, CA



BICYCLE TRAIL PROJECT

CITY OF FOLSOM, CA

- A continuous bike lane with one lane of traffic in each direction
- Excellent class I bike path that connects schools, businesses, and residential areas



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SECURE BICYCLE PARKING PROJECT

BROOKLYN, NY



- Bike corral allows 10-20 bikes to park in a spot previously used by one car

PEDESTRIAN TRAIL PROJECT

NASHVILLE, TN



- Cumberland River pedestrian bridge links walking and biking trails

BICYCLE CARRYING PROJECT

MASSACHUSETTS



- Encourages commuters who park and ride transit to consider biking to transit!

BICYCLE SHARING

AUSTIN, TX

- Average 10 rentals per day
- During a multi-day event:
 - 2,774 rentals in one day
 - 17,724 rentals over 9 days





BIKEWAY INFORMATION

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BIKEWAYS DEFINED

- The Streets and Highway Code Section 890.4 defines a "Bikeway" as a facility that is provided primarily for bicycle travel.
 - Class I Bikeway (Bike Path). Provides a completely separated right of way for the exclusive use of bicycles and pedestrians with cross-flow by motorists minimized.
 - Class II Bikeway (Bike Lane). Provides a striped lane for one-way bike travel on a street or highway.
 - Class III Bikeway (Bike Route). Provides for shared use with pedestrian or motor vehicle traffic.

CLASS I BIKEWAY EXAMPLE



A Class I facility allows for two way, off street bicycle and pedestrian traffic and also may be used by pedestrians, skaters, wheelchair users, and other non-motorized users. These facilities are often found in parks, along rivers, and in greenbelts or utility corridors where there are few conflicts with motorized vehicles.

(County of LA, Bicycle Master Plan)

CLASS I BIKEWAY EXAMPLE- CONTINUED



Generally, bike paths should be used to serve corridors not served by streets and highways or where wide right of way exists, permitting such facilities to be constructed away from the influence of parallel streets.

Caltrans "*Highway Design Manual*" (HDM) Chapter 1000.

CLASS II BIKEWAY EXAMPLE



Bike lanes are established along streets in corridors where there is significant bicycle demand, and where there are distinct needs that can be served by them. The purpose should be to improve conditions for bicyclists in the corridors. Bike lanes are intended to delineate the right of way assigned to bicyclists and motorists and to provide for more predictable movements by each.

But a more important reason for constructing bike lanes is to better accommodate bicyclists through corridors where insufficient room exists for safe bicycling on existing streets.

HDM Chapter 1000

CLASS II BIKEWAY EXAMPLE- CONTINUED



Bicycle lanes are on-street facilities that use painted stripes and stencils to delineate the right of way assigned to bicyclists and motorists, and to provide for more predictable movements by each.

CLASS III BIKEWAY EXAMPLE



Bike Routes are signed on-street facilities that accommodate vehicles and bicycles in the same travel lane. Additional enhancement can be provided to Class III facilities by adding shared roadway marking along the route.

HDM Chapter 1000

CLASS III BIKEWAY EXAMPLE- CONTINUED



- Bike routes are shared facilities which serve either to:
- (a) Provide continuity to other bicycle facilities (usually Class II bikeways); or
 - (b) Designate preferred routes through high demand corridors.



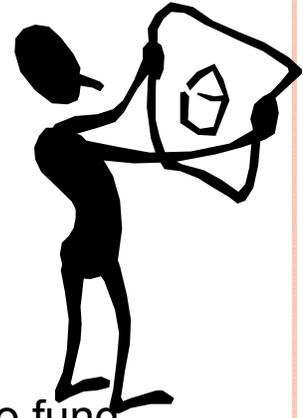
PROJECT PHASES, FUNDING & SCOPING INFORMATION

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ATP PROJECT PHASES

- Permits & Environmental Studies (PA&ED)
 - Plans, specs & estimates (PS&E)
 - Right-of-way (ROW) capital outlay
 - Support for ROW acquisition
 - Construction (CON) capital outlay
 - Construction Engineering (CE)
- } PE or Preliminary Engineering

ATP PROJECT PHASES- CONTINUED



When proposing to fund only preconstruction components for a project the applicant must demonstrate the means by which it intends to fund the construction of a usable segment, consistent with the Regional Tran Plan or the Caltrans Interregional Trans Strategic plan.

The CTC will program and allocate funding to projects only if it is fully funded from a combination of ATP an/or other committed funding.

ATP PROJECT PHASES- CONTINUED

An e-mail from the CTC on 4/7/14 says:

- Through your application, you'll need to specify which phases and years you're requesting funding for in this cycle, FY14/15 and FY15/16. If construction is outside of those two years, future ATP funds can be identified for that phase. You will, however, need to reapply in the next ATP cycle to secure funding for construction.
- Other construction funding sources at acceptable as well.
- Be aware that if you have not gone to construction within 10 years FHWA will require you to pay back the funds or get forgiveness approval.

PROJECT FUNDING



○ Minimum Project Request

- Each project must request at least \$250,000 in ATP funds
 - Except for:
 - non-infrastructure (NI) projects,
 - Safe routes to schools projects and
 - Recreational Trails
- No cost increases or over-runs will be funded with ATP funds
- Large MPOs may elect to require a different minimum funding amount- Use of a minimum greater than \$500,000 must be approved by the CTC.

PROJECT FUNDING- CONT'D



○ Matching requirements

- Projects must include at least an 11.47% match
 - Except for:
 - Projects significantly benefiting a disadvantaged community
 - Stand-alone non-infrastructure (NI) projects, and
 - Safe routes to schools projects
- Matching funds may be any combination of local, private, state or federal funds*
- Large MPOs may elect to require a different match percentage- as approved by the CTC

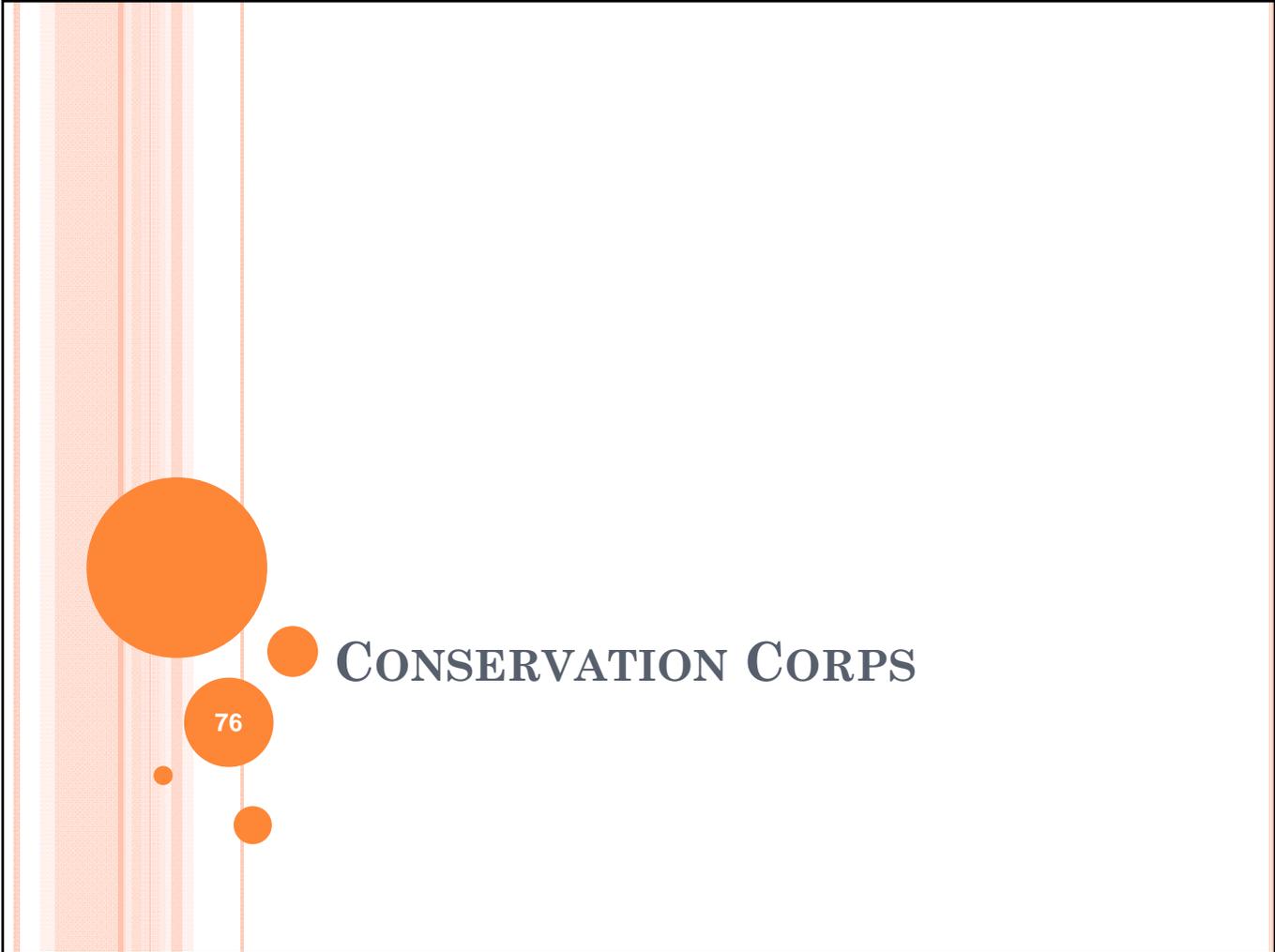
*generally you can't match Federal funds with Federal funds

PROJECT SCOPING



- Onsite project scoping by Caltrans for all projects exceeding \$5M, that are being considered for award.
- Other projects will be randomly selected for scoping at the discretion of Caltrans
- Project scoping will focus on the following:
 - Will project meet proposed scope
 - Can the project limits accommodate all ADA requirements
 - Will the project require any design exceptions
 - Will the existing or proposed Right-of-Way accommodate all of the proposed features
 - Potential utility conflicts





CONSERVATION CORPS

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CONSERVATION CORPS.- CTC GUIDELINES

- Use of the California Conservation Corps or a qualified community conservation corps, as defined in Section 14507.5 of the Public Resources Code, as partners to undertake or construct applicable projects in accordance with Section 1524 of Public Law 112-141. Points will be deducted if an applicant does not seek corps participation or if an applicant intends not to utilize a corps in a project in which the corps can participate.

CONSERVATION CORPS. CTC GUIDELINES- CONTINUED

- 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.
- The CTC guidelines state “A copy of the agreement between the implementing agency and the proposed corps. must be included in application supporting documentation”.
 - The Agreement will be required prior to the Request for Authorization (RFA) for construction funds.



Active Transportation Program

2014

California Association of Local Conservation Corps

California Conservation Corps

AGENDA



- What current law requires (SB 99)
- Conservation Corps overview
- Corps' capabilities
- How to partner with a Corps
- Contact info

STATE LAW



Legislative Intent to Use Corps: Provides the opportunity for young adults to be engaged in entry-level job opportunities on transportation projects.

SB 99 (Chapter 359, Statutes of 2013) requires Caltrans to score projects on various criteria, including use of the California Conservation Corps (CCC) and Certified Local Conservation Corps (local corps):

“(10) Use of California Conservation Corps or qualified community conservation corps, as defined in Section 14507.5 of the Public Resources Code, as partners to undertake or construct applicable projects in accordance with Section 1524 of Public Law 112-141.”

WHO ARE THE CONSERVATION CORPS OF CALIFORNIA?

- Conservation Corps enroll young adults 18-25 to perform important conservation projects through California
- Conservation Corps are rigorous programs that combine work, education, leadership and career development



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LOCAL CONSERVATION CORPS

- 14 independent, private non-profit organizations
- Collectively serving ~2500 young people/year at 14 sites
- Certified through the CCC to meet strict requirements and be eligible as a partner in the Active Transportation Program



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CALIFORNIA CONSERVATION CORPS

- A state department within the Natural Resources Agency
- Modeled after the Civilian Conservation Corps of the 1930's
- 27 sites across the state including seven residential centers



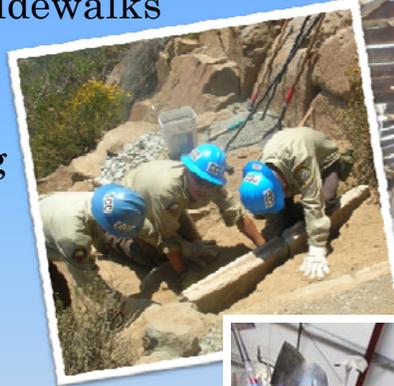
WHAT CAN CORPS DO?

- Supervised crews of 10-15 young adults
- Trained in safety, tool use, landscaping, irrigation and other public works skills
- Labor intensive projects
- Contracting agencies provide some technical supervision & training



PROJECT EXAMPLES

- Repair, remove and replace sidewalks
- Sign installation
- Irrigation
- Drought-tolerant landscaping
- Demolition & deconstruction
- Tree planting
- Median maintenance
- Trail construction
- Urban park construction
- Graffiti removal
- Bike locker and bike rack installation
- Fencing
- Outreach & Education And more. . .



BENEFITS OF PARTNERING WITH A CORPS

- Compliance with the law and program guidelines
- Corps work in and are located in many disadvantaged communities
- Transportation projects become pathways for young adults to successfully enter the workforce
- Avoided point deduction on current project application (0 to -5 points)
- Avoided point deduction on future project applications (up to -10 points)

ATP GUIDELINES: SCORING USE OF A CORPS

An applicant will be scored based on use of a conservation corps as a partner by deducting up to 5 points:

“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”.

ATP APPLICATION PROCESS



Prior to application submittal to Caltrans:

Step 1: Applicant contacts CALCC and CCC

Applicant sends CCC and CALCC:

Description, map, schedule, detailed budget/estimate; and preliminary plan

Step 2: Corps review to assess capacity to partner

Step 3: Corps inform applicant of corps capacity to partner

Step 4: Applicant incorporates corps contact information and project role(s) into application

Step 5: Caltrans ATP panel reviews applications

CORPS MAINTAINS RECORDS AND INFORMS CALTRANS

Corps maintain:

- List of applications reviewed
- List of projects for which the Corps can & can not partner

Corps inform Caltrans of review to ensure accurate scoring

Note: There will be no penalty to the applicant if – after the Corps review - a corps can not partner with an applicant

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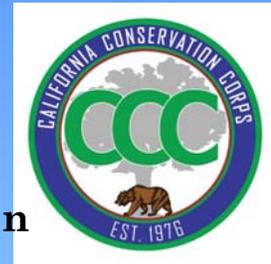
WHAT CALTRANS WILL DO:

- Caltrans ATP review panel assigns points for the use of conservation corps:
 - 0 points: Applicant intends to partner with a conservation corps (either CCC and/or CALCC) to the maximum extent possible
 - Minus 5 points: Applicant did not seek partnership with either corps or indicated that they do not intend to partner with a corps

APPLICANT'S PERFORMANCE ON PAST GRANTS

If applicant indicated on the application they intended to use a corps then failed to use/chose not to use corps after funding was received, the entity will receive negative points (up to minus 10 points) on next ATP application.

CONTACT INFO



California Association of Local Conservation Corps:

1100 11th Street, Ste. 200, Sacramento, CA 95816

ATP contact: Cynthia Vitale: 916/ 558-1516

callocalcorps@gmail.com

www.callocalcorps.org

California Conservation Corps:

1719 24th Street, Sacramento, CA 95816

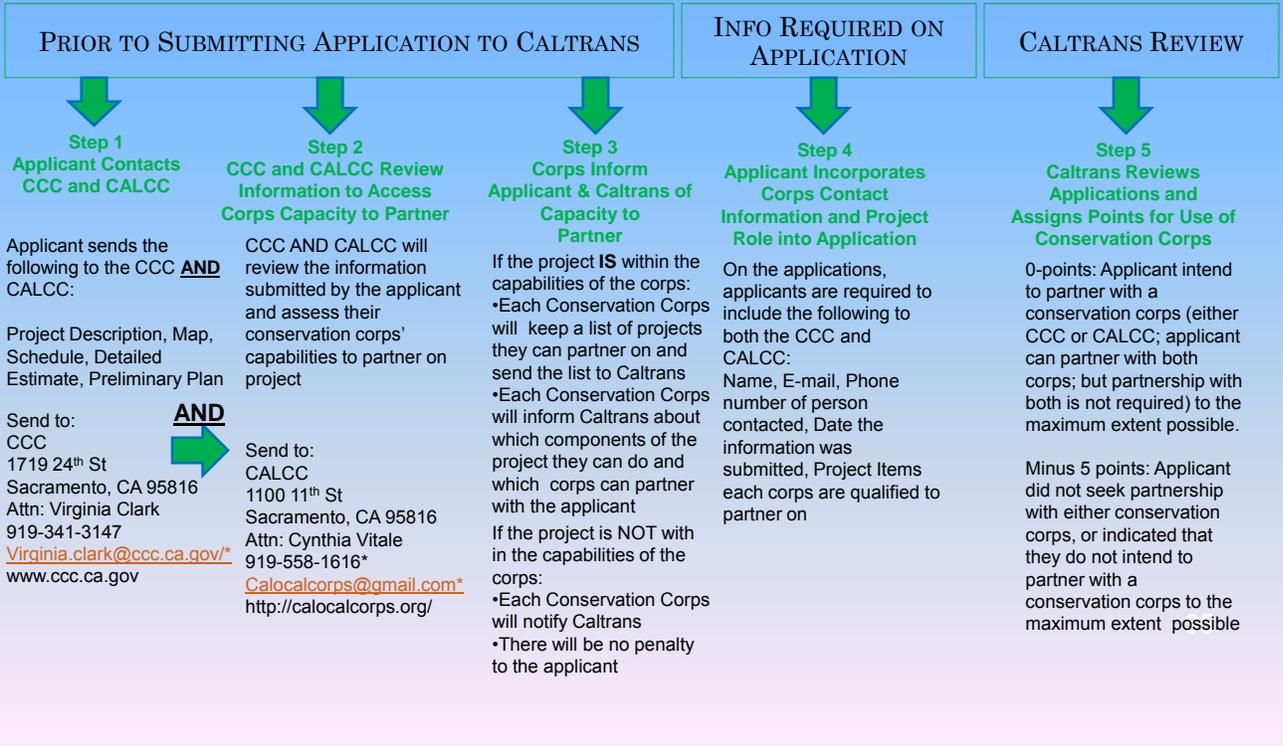
www.ccc.ca.gov

ATP contact - Virginia Clark: 916/ 341-3147

virginia.clark@ccc.ca.gov



ACTIVE TRANSPORTATION
 USE OF THE CALIFORNIA CONSERVATION CORPS (CCC) AND CALIFORNIA ASSOCIATION OF LOCAL CONSERVATION CORPS (CALCC)





ACTIVE TRANSPORTATION
USE OF THE CALIFORNIA CONSERVATION
CORPS (CCC) AND CALIFORNIA
ASSOCIATION OF LOCAL CONSERVATION
CORPS (CALCC)- CONTINUED



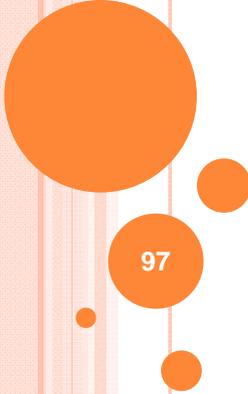
Once the project is funded:

- Applicant will need to justify Public Interest Finding (PIF)- must show that the corps can do the work for less than the project estimate. If PIF is not justified, conservation corps cannot be used on the project.
- Once PIF is justified, conservation corps will enter into contract agreement with the applicant.

If applicant indicated on application that they intended to use either the CCC or CALCC, then fail to use/chose not to use corps after funding was received, the entity will receive negative points (up to minus 10 points) on the next ATP application.



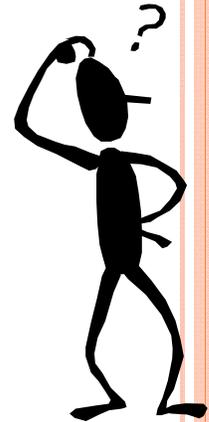
**WHAT YOU NEED TO KNOW ONCE
YOUR PROJECT HAS BEEN
SELECTED**



What is a PIF?

- PIF stands for Public Interest Finding
- PIF (Exhibit 12-F “Request for Approval of Cost-Effectiveness/Public Interest Form” information can be found in Chapter 12 “PS&E” of the *“Local Assistance Procedures Manual”*)

http://www.dot.ca.gov/hq/LocalPrograms/lam/prog_p/ch12-2013-11-20.pdf



DOES MY PROJECT NEED A PIF?



Your project will need a PIF if:

1. Your project is Partnering with an agency that can't enter into an Agreement with Caltrans; and the Partner wants to be the sole source for work.
 2. You will be Partnering with a Conservation Corp. The Corp estimate must be able to be "Economically Justified".
- In either case the PIF requires approval by the District Local Assistance Engineer (DLAE).

THIS IS A PIF

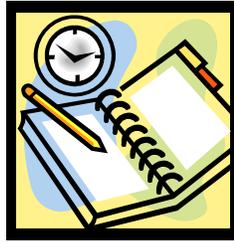
Select "Use of Contracting method Other than Competitive bid"

EXHIBIT 12-F REQUEST FOR APPROVAL OF COST-EFFECTIVENESS/PUBLIC INTEREST FINDING

U.S. DEPARTMENT OF TRANSPORTATION		FEDERAL HIGHWAY ADMINISTRATION	CALIFORNIA DEPARTMENT OF TRANSPORTATION
REQUEST FOR APPROVAL OF COST-EFFECTIVENESS/PUBLIC INTEREST FINDING			
COST-EFFECTIVENESS DETERMINATION REQUIRED		PUBLIC INTEREST DETERMINATION REQUIRED	
<input type="checkbox"/> Use of force account (23 CFR 635.204, 205)* <input type="checkbox"/> Use of publicly owned equipment (23 CFR 635.106) <input type="checkbox"/> Other: _____		<input type="checkbox"/> Use of non-competitive negotiated consultant contracts (23 CFR 172.5)* <input type="checkbox"/> Use of publicly furnished materials (23 CFR 635.407) <input type="checkbox"/> Use of proprietary products and processes (23 CFR 635.411) <input checked="" type="checkbox"/> Use of contracting method other than competitive bidding (23 CFR 635.104/204)* <input type="checkbox"/> Use of mandatory borrow/disposal sites (23 CFR 635.407) <input type="checkbox"/> Advertising period less than 3 weeks (23 CFR 635.112)* <input type="checkbox"/> Waiver of Buy America Requirements (23 CFR 635.410)** <input type="checkbox"/> Other: _____	
		* Requires Caltrans District approval ** Requires FHWA approval	
FEDERAL-AID PROJECT	CLASS OF FEDERAL FUNDS: <input type="checkbox"/> IM <input type="checkbox"/> NH <input type="checkbox"/> STP <input type="checkbox"/> OTHER:		
EA	STEWARDSHIP: <input type="checkbox"/> DELEGATED <input type="checkbox"/> HIGHWAY		
	DIST-CO-RT-E- PM	ESTIMATED COST	REASONS THAT REQUESTED APPROVAL IS CONSIDERED TO BE COST-EFFECTIVE OR IN THE PUBLIC'S BEST INTEREST (STATE):
GENERAL LOCATION		GENERAL	
REMARKS (STATE):			
PREPARED/APPROVED BY LOCAL AGENCY'S REPRESENTATIVE		REPRESENTATIVE NAME AND TITLE:	Date:
*APPROVED BY DISTRICT LOCAL ASSISTANCE ENGINEER (DLAE)		DLAE NAME:	Date:
**APPROVED BY FHWA (Buy America Waiver only)		FHWA REPRESENTATIVE NAME:	Date:

THE PIF AGREEMENT

If the applicant has indicated intended use of the CCC or CALCC in the approved application, a copy of the agreement between the implementing agency and the CCC or CALCC must be provided by the implementing agency, and will be incorporated as part of the original application, prior to request for authorization of funds for construction.



ATP PROJECT REQUIREMENTS

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ATP TIMELY USE OF FUNDS

- ATP allocation of funds are treated in the same manner as the STIP (see section 65 of the STIP guidelines)
 - EXCEPTION- a 12 month extension request maybe submitted to the CTC, for each phase
- When funds are programmed but not allocated the project will be deleted from the ATP

ATP REPORTING

- The agency is required to submit semi-annual reports, on the project's progress; and a final delivery report to the CTC.
- The final delivery report must contain:
 - The scope of the completed project vs the programmed project
 - Before & after photos documenting the project
 - The final cost vs the approved project budget
 - The project duration vs schedule submitted in the application
 - Performance outcomes (ie actual counts vs projected)
 - Actual use of the CCC and/or CALCC vs projected

ATP DESIGN STANDARDS

- **Bikeways:**
 - Minimum safety design criteria established in Caltrans, Chapter 11, Design Standards, of the Local Assistance Procedures Manual
 - Chapter 1000 of the Caltrans Highway Design Manual.
- **Pedestrian:**
 - Title 24 of the California Code of Regulations
 - ADA Accessibility Guidelines (ADAAG).
- **Operational**
 - Manual on Uniform Traffic Control Devices (MUTCD)
- **Others as applicable.**

DESIGN EXCEPTIONS

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 geometric, drainage, and structural 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.

SHOW ME THE MONEY

○ Reimbursement

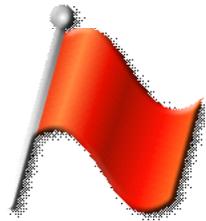
- ATP is a reimbursement program
 - Reimbursement follows the Local Assistance Procedures Manual (LAPM) Chapter 5
 - http://www.dot.ca.gov/hq/LocalPrograms/lam/prog_p/ch05-2013-05-08.pdf
- COSTS INCURRED PRIOR TO CTC ALLOCATION, AND FOR FEDERALLY FUNDED PROJECTS, FEDERAL HIGHWAY ADMINISTRATION (FHWA) AUTHORIZATION TO PROCEED ARE NOT ELIGIBLE FOR REIMBURSEMENT.



APPLICATION REVIEW/QUESTIONS

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If a SRTS project is currently red flagged, the applicant will not be excluded from applying for ATP; but the red flag will be noted under grant past performance



SECTION I. GENERAL INFORMATION

I. GENERAL INFORMATION

Project name:

(fill out all of the fields below)

1. APPLICANT (Agency name, address and zip code)	2. PROJECT FUNDING
3. APPLICANT CONTACT (Name, title, e-mail, phone #)	ATP funds Requested \$ <input type="text"/>
4. APPLICANT CONTACT (Address & zip code)	Matching Funds \$ <input type="text"/> (If Applicable)
6. CALTRANS DISTRICT #- Click Drop down menu below District 12	Other Project funds \$ <input type="text"/>
7. Application # <input type="text"/> of <input type="text"/> (in order of agency priority)	TOTAL PROJECT COST \$ <input type="text"/> 0.00
	5. PROJECT COUNTY(IES):

Area Description:

8. Large Metropolitan Planning Organization (MPO)- Select your "MPO" or "Other" from the drop down menu>	Other
9. If "Other" was selected for #8- select your MPO or RTPA from the drop down menu>	
10. Urbanized Area (UZA) population (pop.)- Select your UZA pop. from drop down menu>	Within a Large MPO (Pop > 200,000)

Master Agreements (MAs):

11. Yes, the applicant has a FEDERAL MA with Caltrans.

12. Yes, the applicant has a STATE MA with Caltrans.

13. If the applicant does not have an MA. Do you meet the Master Agreement requirements? Yes No
The Applicant MUST be able to enter into MAs with Caltrans

SECTION I. GENERAL INFORMATION- CONT'D

Partner Information:

14. Partner Name*:	15. Partner Type
16. Contact Information (Name, phone # & e-mail)	17. Contact Address & zip code

Click here if the project has more than one partner; attach the remaining partner information on a separate page

*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 application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.

Project Type: (Select only one)

18. Infrastructure (IF)

19. Non-Infrastructure (NI)

20. Combined (IF & NI)

SECTION I. GENERAL INFORMATION- CONT'D

I. GENERAL INFORMATION-continued

Sub-Project Type (Select all that apply)

21. Develop a Plan in a Disadvantaged Community (select the type(s) of plan(s) to be developed)
- Bicycle Plan Safe Routes to School Plan Pedestrian Plan
 Active Transportation Plan

(If applying for an Active Transportation Plan- check any of the following plans that your agency already has):

- Bike plan Pedestrian plan Safe Routes to School plan ATP plan

22. Bicycle and/or Pedestrian infrastructure
- Bicycle only: Class I Class II Class III
Ped/Other: Sidewalk Crossing Improvement Multi-use facility

Other:

23. Non-Infrastructure (Non SRTS)
24. Recreational Trails*- Trail Acquisition

***Please see additional Recreational Trails instructions before proceeding**

25. Safe routes to school- Infrastructure Non-Infrastructure

SECTION I. GENERAL INFORMATION- CONT'D

If SRTS is selected, provide the following information

26. SCHOOL NAME & ADDRESS:		
27. SCHOOL DISTRICT NAME & ADDRESS:		
28. County-District-School Code (CDS)	29. Total Student Enrollment	30. Percentage of students eligible for free or reduced meal programs **
31. Percentage of students that currently walk or bike to school	32. Approximate # of students living along school route proposed for improvement	33. Project distance from primary or middle school

**Refer to the California Department of Education website: <http://www.cde.ca.gov/ds/sh/cw/filesafdc.asp>

- Click here if the project involves more than one school; attach the remaining school information including school official signature and person to contact, if different, on a separate page

SECTION III. SCREENING CRITERIA

1. **Demonstrated Needs of the Applicant**

- Describe the need for the project and/or funding

2. **Consistency with Regional Transportation Plan (100 words or less)**

- Explain how this project is consistent with your Regional Transportation Plan (if applicable). Include adoption date of the plan.

SECTION IV. NARRATIVE QUESTIONS

QUESTION 1

POTENTIAL FOR INCREASED WALKING AND BICYCLING, ESPECIALLY AMONG STUDENTS, INCLUDING THE IDENTIFICATION OF WALKING AND BICYCLING ROUTES TO AND FROM SCHOOLS, TRANSIT FACILITIES, COMMUNITY CENTERS, EMPLOYMENT CENTERS, AND OTHER DESTINATIONS; AND INCLUDING INCREASING AND IMPROVING CONNECTIVITY AND MOBILITY OF NON-MOTORIZED USERS. (0-30 POINTS)

- A. Describe how your project encourages increased walking and bicycling, especially among students.
- B. Describe the number and type of possible users and their destinations, and the anticipated percentage increase in users upon completion of your project. Data collection methods should be described.
- C. Describe how this project improves walking and bicycling routes to and from, connects to, or is part of a school or school facility, transit facility, community center, employment center, state or national trail system, points of interest, and/or park.
- D. Describe how this project increases and/or improves connectivity, removes a barrier to mobility and/or closes a gap in a non-motorized facility.

QUESTION 2

For locations that don't have any current bike/ped data; because it is so unsafe/uninviting include:

- Pictures
- Public process that shows there is a need
 - If you build it- will they use it?

POTENTIAL FOR REDUCING THE NUMBER AND/OR RATE OF PEDESTRIAN AND BICYCLIST FATALITIES AND INJURIES, INCLUDING THE IDENTIFICATION OF SAFETY HAZARDS FOR PEDESTRIANS AND BICYCLISTS. (0-25 POINTS)

- A. Describe the potential of the project to reduce pedestrian and/or bicycle injuries or fatalities.
- B. Describe if/how your project will achieve any or all of the following:
- Reduces speed or volume of motor vehicles
 - Improves sight distance and visibility
 - Improves compliance with local traffic laws
 - Eliminates behaviors that lead to collisions
 - Addresses inadequate traffic control devices
 - Addresses inadequate bicycle facilities, crosswalks or sidewalks
- C. Describe the location's history of events and the source(s) of data used (e.g. collision reports, community observation, surveys, audits) if data is not available include a description of safety hazard(s) and photos.

QUESTION 3

PUBLIC PARTICIPATION and PLANNING (0-15 POINTS)

- A. Describe the community based public participation process that culminated in the project proposal or plan, such as noticed meetings/public hearings, consultation with stakeholders, etc.

- B. Describe the local participation process that resulted in the identification and prioritization of the project:

- C. Is the project cost over \$1 Million? Y/N
 - If Yes- is the project Prioritized in an adopted city or county bicycle transportation plan, pedestrian plan, safe routes to school plan, active transportation plan, trail plan, circulation element of a general plan, or other publicly approved plan that incorporated elements of an active transportation plan? Y/N

QUESTION 4

COST EFFECTIVENESS. (0-10 POINTS)

In preparing the below analysis, an applicant must list all assumptions and sources of data.

- A. Describe the alternatives that were considered. Discuss the relative costs and benefits of all the alternatives and explain why the nominated one was chosen.
- B. Calculate the ratio of the benefits of the project relative to both the total project cost and funds requested

$$\text{(i.e., } \frac{\textit{Benefit}}{\textit{Total Project Cost}} \text{ and } \frac{\textit{Benefit}}{\textit{Funds Requested}} \text{)}$$

Scoring will evaluate the logic used to determine the Benefit

The equations have not been showing up on ipads

QUESTION 5

IMPROVED PUBLIC HEALTH *(0-10 points)*

- A. Describe how the project will improve public health, i.e. through the targeting of populations who have a high risk factor for obesity, physical inactivity, asthma, or other health issues.

QUESTION 6

BENEFIT TO DISADVANTAGED COMMUNITIES (0-10 points)

- A. I. Is the project located in a disadvantaged community? Y/N
- II. Does the project significantly benefit a disadvantaged community? Y/N
- a. Which criteria does the project meet? (Answer all that apply)
- a. Median household income for the community benefited by the project: \$_____
 - a. California Communities Environmental Health Screen Tool (CalEnvironScreen) score for the community benefited by the project: _____
 - a. For projects that benefit public school students, percentage of students eligible for the Free or Reduced Price Meals Program: _____%
- b. Should the community benefitting from the project be considered disadvantaged based on criteria not specified in the program guidelines? If so, provide data for all criteria above and a quantitative assessment of why the community should be considered disadvantaged.
- B. Describe how the project demonstrates a clear benefit to a disadvantaged community and what percentage of the project funding will benefit that community, for projects using the school based criteria describe specifically the school students and community will benefit.

The Project Eval. Committees (PECs) will be making the determination for question b.

QUESTION 7

USE OF CALIFORNIA CONSERVATION CORPS (CCC) OR A CERTIFIED COMMUNITY CONSERVATION CORPS (0 to -5 points)

The applicant must send the following information to the CCC and CALCC prior to application submittal to Caltrans:

Project Description	Preliminary Plan	Project Schedule
Detailed Estimate	Project Map	

The corps agencies can be contacted at: California Conservation Corps at: www.ccc.ca.gov,
Community Conservation Corps at: www.calocalcorps.org.

- A. The applicant has coordinated with the CCC to identify how a state conservation corps can be a partner of the project. Y/N
 - a. Name, e-mail, and phone # of the person contacted and the date the information was submitted to them

- B. The applicant has coordinated with a representative from the California Association of Local Conservation Corps (CALCC) to identify how a certified community conservation corps can be a partner of the project. Y/N
 - a. Name, e-mail, and phone # of the person contacted and the date the information was submitted to them

- C. The applicant intends to utilize the CCC or a certified community conservation corps on all items where participation is indicated? Y/N

QUESTION 7- CONTINUED

USE OF CALIFORNIA CONSERVATION CORPS (CCC) OR A CERTIFIED COMMUNITY CONSERVATION CORPS *(0 to -5 points)*

I have coordinated with a representative of the CCC; and the following are project items that they are qualified to partner on:

I have coordinated with a representative of the CALCC; and the following are project items that they are qualified to partner on:

- **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.**

QUESTION 8

APPLICANT'S PERFORMANCE ON PAST GRANTS (0 to -10 points)

- A. Describe any of your agency's ATP type grant failures during the past 5 years, and what changes your agency will take in order to deliver this project.

Each district will be commenting on the applicant's grant performance during the past 5 years. This is an agency's chance to explain how they will prevent the issue from happening on this project; or how any previous issues were out of their control

V. PROJECT PROGRAMMING REQUEST (PPR)

- Applicant must complete a Project Programming Request (PPR) and attach it as part of this application. The PPR and can be found at http://www.dot.ca.gov/hq/transprog/allocation/ppr_new_projects_9-12-13.xls
-
- PPR Instructions can be found at <http://www.dot.ca.gov/hq/transprog/ocip/2012stip.htm>
-
- **Notes:**
- Fund No. 1 must represent ATP funding being requested for program years 2014/2015 and 2015/2016 only.
- Non-infrastructure project funding must be identified as Con and indicated as “Non-infrastructure” in the Notes box of the Proposed Cost and Proposed Funding tables.
- Match funds must be identified as such in the Proposed Funding tables.

V. PPR CONTINUED

- Applicant must complete a Project Programming Request (PPR) and attach it as part of this application.

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
PROJECT PROGRAMMING REQUEST
 DTP-0001 (Revised July 2013)

Yellow highlight indicates you probably don't know, unless the project already has fed funds

General Instructions

<input checked="" type="checkbox"/> New Project				Date: 3/27/14	
District	EA	Project ID	PPNO	MPO ID	TCRP No.
03					
County	Route/Corridor	PM Bk	PM Ahd	Project Sponsor/Lead Agency	
AMA	Test Road			Test Town	
				MPO	Element
				Non-MPO	Local Assistance
Project Manager/Contact		Phone		E-mail Address	
Joe Bob		123-456-7890		jbob@testtown.org	
Project Title					
Test 2014- Ped. Safety Improvements in the vicinity of Test Town Middle School in Test Town					
Location, Project Limits, Description, Scope of Work <input type="checkbox"/> See page 2					
in Test Town- in the vicinity of Test Town Middle School, pedestrian safety improvements and non- infrastructure- crossing guard training, bike rodeos, bike/ped-ability survey & bike to school/work promotion					
<input type="checkbox"/> Includes ADA Improvements			<input checked="" type="checkbox"/> Includes Bike/Ped Improvements		
Component	Implementing Agency				
PA&ED	Test Town				
PS&E	Test Town				
Right of Way	Test Town				
Construction	Test Town				

V. PPR CONTINUED

- Applicant must complete a Project Programming Request (PPR) and attach it as part of this application.

Purpose and Need		<input type="checkbox"/> See page 2
This project was awarded Cycle 1 ATP funds- that will promote safe walking & biking		
Project Benefits		<input type="checkbox"/> See page 2
Ped/bike safety improvements- 750 lf sidewalk, ped. Lighting, crosswalk & beacon, education for crossing guards, and bike to work/school month promo		
<input type="checkbox"/> Supports Sustainable Communities Strategy (SCS) Goals		<input checked="" type="checkbox"/> Reduces Greenhouse Gas Emissions
Project Milestone		Proposed
Project Study Report Approved		
Begin Environmental (PA&ED) Phase		
Circulate Draft Environmental Document	Document Type CE/CE	03/13/13
Draft Project Report		
End Environmental Phase (PA&ED Milestone)		
Begin Design (PS&E) Phase		
End Design Phase (Ready to List for Advertisement Milestone)		
Begin Right of Way Phase		
End Right of Way Phase (Right of Way Certification Milestone)		
Begin Construction Phase (Contract Award Milestone)		10/01/15
End Construction Phase (Construction Contract Acceptance Milestone)		10/01/18
Begin Closeout Phase		10/02/18
End Closeout Phase (Closeout Report)		14/01/19

If your project doesn't
 Already have a NEPA
 environmental cert
 Ask your DLAE how long
 that is going to take

Include all dates
 past & future

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ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MD-65, Sacramento, CA 95814.

V. PPR CONTINUED

- Applicant must complete a Project Programming Request (PPR) and attach it as part of this application.

Yellow highlight indicates you probably
STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION don't know, unless the project already
PROJECT PROGRAMMING REQUEST has fed funds
DTP-0001 (Revised July 2013) Date: 3/27/14

District	County	Route	EA	Project ID	PPNO	TCRP No.
03	AMA	Test Road				
Project Title: Test 2014- Ped. Safety Improvements in the vicinity of Test Town Middle School in Test Town						

Proposed Total Project Cost (\$1,000s)									Notes
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	
E&P (PA&ED)	10	11						21	
PS&E	15							15	
R/W SUP (CT)									
CON SUP (CT)									
R/W									
CON			738					738	
TOTAL	25	11	738					774	

ATP "Program Code" is 20.30.720

Fund No. 1:	ATP funds- woo hoo!								Program Code
Proposed Funding (\$1,000s)									20.30.720
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	Funding Agency
E&P (PA&ED)									State
PS&E									
R/W SUP (CT)									
CON SUP (CT)									
R/W									
CON			738					738	
TOTAL			738					738	

ATP funds
Go here

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V. PPR CONTINUED

- Applicant must complete a Project Programming Request (PPR) and attach it as part of this application.

Fund No. 2:	Measure A Sales tax								Program Code
Proposed Funding (\$1,000s)									
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	Funding Agency
E&P (PA&ED)		11						11	Test Town
PS&E									
RAW SUP (CT)									
CON SUP (CT)									
RAW									
CON									
TOTAL		11						11	

ATP match funds
Go here

Fund No. 3:	In-house PE work								Program Code
Proposed Funding (\$1,000s)									
Component	Prior	14/15	15/16	16/17	17/18	18/19	19/20+	Total	Funding Agency
E&P (PA&ED)	10							10	Test Town
PS&E	15							15	
RAW SUP (CT)									
CON SUP (CT)									
RAW									
CON									
TOTAL	25							25	

more match funds or other funds
Go here

VI. ADDITIONAL INFORMATION

VI. ADDITIONAL INFORMATION Only fill in those fields that are applicable to your project

FUNDING SUMMARY

ATP Funds being requested by Phase (to the nearest \$1000)

	Amount
PE Phase (includes PA&ED and PS&E)	\$
Right-of-Way Phase	\$
Construction Phase-Infrastructure	\$ 738,000
Construction Phase-Non-infrastructure	\$ 250,000
Total for ALL Phases	\$ 988,000

All Non-ATP fund types on this project* (to the nearest \$1000)

	Amount
PE in house design- doesn't qualify as a match for ATP	\$ 25,000
Measure A sales tax- Match funds	\$ 113,000
	\$
	\$
	\$

*Must indicate which funds are matching

Total Project Cost	\$ 1,126,000
Project is Fully Funded	Yes <input type="checkbox"/>

This number should be close to the total in Box #2 of the application. The difference should be from the rounding to the nearest \$1,000 here.

VI. ADDITIONAL INFORMATION

ATP Work Specific Funding Breakdown (to the nearest \$1000)

	Amount
Request for funding a Plan	\$ 30,000
Request for Safe Routes to Schools Infrastructure work	\$
Request for Safe Routes to Schools Non-Infrastructure work	\$ 125,000
Request for other Non-Infrastructure work (non-SRTS)	\$ 125,000
Request for Recreational Trails work	\$ 0

ALLOCATION/AUTHORIZATION REQUESTS SCHEDULE

	Proposed Allocation Date	Proposed Authorization (E-76) Date
PA&ED or E&P		
PS&E		
Right-of-Way		
Construction	03/01/2015	04/01/2015

All project costs MUST be accounted for on this form, including elements of the overall project that will be, or have been funded by other sources.

VII. NON-INFRASTRUCTURE SCHEDULE INFORMATION

VII. NON-INFRASTRUCTURE SCHEDULE INFORMATION

Start Date	End Date	Task/Deliverables
06/01/2015	06/01/2016	Train crossing guards
06/15/2015	08/15/2015	host 3 bicycle rodeos @ Test Town Middle School
08/15/2015	10/15/2015	Bike/Ped. safety analysis- city wide
06/04/2015	10/01/2015	Bike to work/school month-September 2015

VIII. APPLICATION SIGNATURES

VIII. APPLICATION SIGNATURES

Applicant: The undersigned affirms that the statements contained in the application package are true and complete to the best of their knowledge.

Signature: 	Date: <u>3/21/2014</u>
Name: <u>Big Bob</u>	Phone: <u>123-456-1000</u>
Title: <u>Test Town Cheif Exec Officer (required)</u>	e-mail: <u>bbob@testtown.org</u>

Local Agency Official (City Engineer or Public Works Director): The undersigned affirms that the statements contained in the application package are true and complete to the best of their knowledge.

Signature: 	Date: <u>3/25/2014</u>
Name: <u>Bill Bob</u>	Phone: <u>123-456-7890</u>
Title: <u>engineer</u>	e-mail: <u>jbob@testtown.org</u>

School Official: The undersigned affirms that the school(s) benefited by this application is not on a school closure list.

Signature: 	Date: <u>3/26/2014</u>
Name: <u>Jo Bob</u>	Phone: <u>123-456-2010</u>
Title: <u>School Superintendent</u>	e-mail: <u>jbob1@testtownschools.org</u>

Person to contact for questions:

Name: <u>Bobby Bob</u>	Phone: <u>123-456-9870</u>
Title: <u>Principal</u>	e-mail: <u>bbob@testtownschools.org</u>

VIII. APPLICATION SIGNATURES

Person to contact for questions:

Name: Bobby Bob
Title: Principal

Phone: 123-456-9870
e-mail: bbob@testtownschools.org

Caltrans District Traffic Operations Office Approval*

If the application's project proposes improvements on a freeway or state highway that affects the safety or operations of the facility, it is required that the proposed improvements be reviewed by the district traffic operations office and either a letter of support or acknowledgement from the traffic operations office be attached () or the signature of the traffic personnel be secured below.

Signature: _____
Name: _____
Title: _____

Date: _____
Phone: _____
e-mail: _____

*Contact the District Local Assistance Engineer (DLAE) for the project to get Caltrans Traffic Ops contact information. DLAE contact information can be found at <http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm>

We have asked each of the DLAEs to contact their Ops people and let them know that they shouldn't be requiring a completed PS&E with this in order to get sign off

IX. ADDITIONAL APPLICATION ATTACHMENTS

VIII. ADDITIONAL APPLICATION ATTACHMENTS

Check all attachments included with this application.

- Vicinity/Location Map- **REQUIRED for all IF Projects**
 - North Arrow
 - Label street names and highway route numbers
 - Scale
- Photos and/or Video of Existing Location- **REQUIRED for all IF Projects**
 - Minimum of one labeled color photo of the existing project location
 - Minimum photo size 3 x 5 inches
 - Optional video and/or time-lapse
- Preliminary Plans- **REQUIRED for Construction phase only**
 - Must include a north arrow
 - Label the scale of the drawing
 - Typical Cross sections where applicable with property or right-of-way lines
 - Label street names, highway route numbers and easements
- Detailed Engineer's Estimate- **REQUIRED for Construction phase only**
 - Estimate must be true and accurate. Applicant is responsible for verifying costs prior to submittal
 - Must show a breakdown of all bid items by unit and cost. Lump Sum may only be used per industry standards
 - Must identify all items that ATP will be funding
 - Contingency is limited to 10% of funds being requested
 - Evaluation required under the ATP guidelines is not a reimbursable item

IX. ADDITIONAL APPLICATION ATTACHMENTS

- Documentation of the partnering maintenance agreement- Required with the application if an entity, other than the applicant, is going to assume responsibility for the operation and maintenance of the facility
 - a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.
- Letters of Support from Caltrans (Required for projects on the State Highway System(SHS))
- Digital copy of or an online link to an approved plan (bicycle, pedestrian, safe routes to school, active transportation, general, recreation, trails, city/county or regional master plan(s), technical studies, and/or environmental studies (with environmental commitment record or list of mitigation measures), if applicable. Include/highlight portions that are applicable to the proposed project.
- Documentation of the public participation process (required)
- Letter of Support from impacted school- when the school isn't the applicant or partner on the application (required)
- Additional documentation, letters of support, etc (optional)

Letters of Support should be included with the Application Package, to Caltrans, on letterhead, and signed.

California Department of Transportation
Division of Local Assistance
Office of Active Transportation & Special Programs
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