PASSED BY

CTC

MAR 1 6 2016

CALIFORNIA
TRANSPORTATION COMMISSION

CALIFORNIA TRANSPORTATION COMMISSION
Adoption of the 2017 Regional Active Transportation Program Guidelines – Metropolitan Transportation Commission
March 16-17, 2016

RESOLUTION G-16-08

1.1 WHEREAS the Active Transportation Program was created by Senate Bill 99 (Chapter 359, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking, and

1.2 WHEREAS Streets and Highways Code Section 2382(k) allows the Commission to adopt separate guidelines for the metropolitan planning organizations charged with allocating funds to projects pursuant to Streets and Highways Code Section 2381(a)(1) relative to project selection, and

1.3 WHEREAS the Active Transportation Program Guidelines (Resolution G-16-07) requires the Commission to adopt a metropolitan planning organization's use of different project selection criteria or weighting, minimum project size, match requirement, definition of disadvantaged communities, or target funding amount for certain project types, and

1.4 WHEREAS the Active Transportation Program Guidelines (Resolution G-16-07) require metropolitan planning organizations to submit their guidelines to the Commission by June 1, 2016, and

1.5 WHEREAS metropolitan planning organization guidelines were submitted by the Metropolitan Transportation Commission on February 24, 2016.

2.1 NOW THEREFORE BE IT RESOLVED that the Commission adopts the project selection criteria proposed by the Metropolitan Transportation Commission for administering their 2017 metropolitan planning organization competitive program, as presented by Commission Staff on March 16-17, 2016, and

2.2 BE IT FURTHER RESOLVED that these guidelines do not preclude any project nomination or any project selection that is consistent with the implementing legislation.

Agenda Item 7b

METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Commission

DATE: February 17, 2016

FR: Executive Director

RE: Active Transportation Program (ATP) Cycle 3 Guidelines, Resolution No. 4218.

At the Programming and Allocation Committee on February 10, 2016, staff presented the proposed guidelines for the regional Active Transportation Program (ATP) Cycle 3 program, with the request that the Committee forward the revision to the Commission for approval. The Committee recommended approval of the item; however, Commissioner Schaaf had a question regarding the point structure for disadvantaged communities.

For clarification, the regional guidance would follow state guidance with the following variation for the portion of the scoring related to projects in disadvantaged communities: Assign 60% of the score value for disadvantaged community projects, and score an additional 40% for projects identified in an approved Community-Based Transportation Plan (CBTP).

For example, if the state ends up with score value of 10 points for disadvantaged communities projects, the regional program score value would be 6 points (60 percent of 10 points), with projects identified in an approved CBTP receiving an additional 4 points (40 percent of 10 points).

The state application and point values for disadvantaged communities are still being developed, so we do not know the final score value at this time and will adopt our scoring when the state guidelines are final.

Staff recommends that the Commission approve the attached Resolution No. 4218, with this clarification.

Steve Heminger

Attachments
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Metropolitan Transportation Commission
Programming and Allocations Committee

February 10, 2016

Commission Agenda Item 7b

Resolution No. 4218

Subject: Adoption of the 2017 Regional Active Transportation Program (ATP) Cycle 3 Guidelines

Background: The Legislature approved SB 99 and AB 101 in September 2013, establishing the Active Transportation Program (ATP). The ATP funding is distributed as follows:

- 50% to the state for a statewide competitive program ("Statewide Competitive ATP");
- 10% to the small urban and rural area competitive program to be managed by the state; and
- 40% to the large urbanized area competitive program, with funding distributed by population and managed by the Metropolitan Planning Organization ("Regional ATP").

MTC is responsible for developing the guidelines for the Regional ATP, and for submitting the proposed projects to the California Transportation Commission (CTC) for adoption. Resolution No. 4218 establishes MTC's policies, procedures, and project selection criteria for the Cycle 3 Regional ATP. MTC's large urbanized area share of the ATP provides about $20 million in new funding to the nine-county MTC region for two years, FY2019-20 and FY2020-21.

MTC's Regional ATP Guidelines are based on CTC's ATP Guidelines, scheduled for adoption on March 17, 2016. MTC staff recommends several changes from the Statewide Guidelines as summarized in Attachment 1. The proposed changes generally concern additional screening and evaluation criteria, local match requirement, the scoring for projects benefiting Disadvantaged Communities, and a set-aside for funding small projects.

Upon CTC approval of MTC's Regional ATP Guidelines, expected in March 2016, MTC will issue a call for projects for the regional program. Applications for the Regional ATP are due to MTC on June 15, 2016. MTC staff will recommend programming of projects from the Regional ATP in Fall 2016 via amendment to MTC Resolution No. 4218.

Issues: MTC staff has raised concern to the CTC regarding programming ATP Cycle 3 funds three to five years before the funds are available. Further, the Statewide Guidelines and Fund Estimate are still being developed and have not yet been adopted by CTC. CTC expects to adopt these documents in March. MTC's proposed Guidelines are based on the released draft of the Statewide Guidelines.

Recommendation: 1) Refer MTC Resolution No. 4218 to the Commission for approval; 2) direct staff to submit MTC's Regional ATP Guidelines to the California

Transportation Commission; and 3) authorize a call for projects consistent with the guidelines upon CTC's approval of MTC's Guidelines.

Attachments: Attachment 1 – Regional ATP Guidelines Highlights
MTC Resolution No. 4218

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Attachment 1

Regional ATP Guidelines Highlights

Proposed Regional ATP Guidelines

MTC will follow the State Competitive ATP Guidelines, with the main differences from the Statewide ATP Guidelines noted below:

1. Additional screening criteria focused on project readiness.
2. Add additional evaluation criteria, as follows:
    a. Consistency with Regional Priorities and Planning Efforts (such as Bay Trail and Regional Bike Network build-out and gap closures, and multi-jurisdictional projects). **Up to 5 points.**
    b. Completion of Approved Environmental Document. Met by proof of an approved environmental document, and does not apply to planning activities or stand-alone non-infrastructure projects. **0 or 3 points.**
    c. Consistency with OneBayArea Grant (OBAG) Complete Streets Policy. Met by updated General Plan Circulation Element after January 1, 2010 or adopted complete streets policy resolution incorporating MTC's complete streets requirements by June 1, 2016. **0 or 2 points.**
    d. Countywide Plans/Goals Consistency. Met by Congestion Management Agency determination of consistency with countywide plans and/or goals. Inconsistent projects will receive a 2 point penalty. **0 or -2 points.**
    e. Deliverability. Evaluators will review the project's proposed schedule for deliverability. Projects deemed undeliverable or that have significant delivery risks will receive a 5 point penalty. **0 or -5 points.**
    f. Consistency with Community-Based Transportation Plan (CBTP). Additional points in the Disadvantaged Communities portion of the Statewide Application for projects identified in an adopted CBTP. **See item 3 below.**
3. Revise the Disadvantaged Communities portion of the Statewide Application as follows:
    a. Assign the statewide score value for Disadvantaged Communities to 60% of the statewide value (Statewide application and point values are still being developed), with the remaining 40% of the statewide value awarded for projects identified in an approved Community-Based Transportation Plan (CBTP). Proof of CBTP consistency will be provided in the supplemental regional application.
    b. Use MTC's Communities of Concern definition to meet the 25% requirement for projects benefiting "Disadvantaged Communities," rather than other measures prescribed by CTC (such as Cal-Enviro-Screen and percent of subsidized school lunches), as allowed by state guidelines.
4. Maintain an 11.47% match requirement, with waivers for projects benefiting a Community of Concern, stand-alone non-infrastructure projects, and safe routes to schools projects. Also, MTC will waive local match for construction if pre-construction phases are funded entirely with non-federal and non-ATP funds.
5. Establish a target for smaller funding requests to encourage smaller project applications.
    a. Target approximately 20% of Regional ATP funds (about $4 million) for project requests $1 million and under, and prioritize these projects for state-only funds. If this target is not met based on score order, projects requesting $1 million and under which score five or less points under the lowest scoring funded projects may be added to the program to meet the 20% target. Remaining Regional ATP funds (about $16 million) may be for projects requests of any size.

b. Existing minimum project size requirements from the state still apply ($250,000 minimum except for non-infrastructure, Safe Routes to School, and plans).

6. Contingency Project List. MTC will also adopt a list of contingency projects, ranked in priority order based on the project's evaluation score. MTC intends to fund projects on the contingency list should there be any project failures or savings in the Cycle 3 Regional ATP that occur prior to the adoption of Cycle 4. This will ensure that the Regional ATP will fully use all ATP funds, and minimize the loss of ATP funds to the region.

In addition to the above changes, all projects in the Regional ATP must comply with regional policies, including Resolution 3606 deadlines, and must submit a resolution of local support for all selected projects by April 1, 2017.

Other Information

Funding Amount:
The funding amounts for the Statewide and Regional ATP are below.

Program	Programming Agency	Amount Available for Cycle 3
Statewide Competitive ATP	CTC, Caltrans	$120 million
Regional ATP	MTC	$ 20 million

Schedule:
The current estimated schedule for the Cycle 3 ATP is below.

Milestone	Statewide ATP	Regional ATP
MTC Guideline Adoption	N/A	February 24, 2016
CTC Guideline Approval	March 17, 2016	March 17, 2016
Call for Projects	March 30, 2016	March 30, 2016
Application Due Date	June 15, 2016	June 15, 2016
Staff Recommendations	October 28, 2016	December 7, 2016
MTC Adoption	N/A	December 21, 2016
CTC Approval	December 8, 2016	March 2017

Application and Evaluation:
MTC staff will prepare a supplemental application for projects competing for the Regional ATP that will address the above changes. The base application will remain the statewide application to avoid duplication. An evaluation committee will be formed to score and rank the submitted applications.

Programming in the TIP:
Project sponsors will be able to add the projects into the TIP following CTC approval of the Regional ATP program in March 2017.

ATP Contacts:
For additional information, please go to the State ATP website (http://www.catc.ca.gov/programs/ATP.htm), MTC's ATP website (http://mtc.ca.gov/our-work/invest-protect/investment-strategies-commitments/protect-our-climate/active-transportation), or Kenneth Kao, ATP Program Manager, 510-817-5768, kkao@mtc.ca.gov.

Date: February 24, 2016
W.I.: 1515
Referred by: PAC

ABSTRACT

Resolution No. 4218

This resolution adopts the Active Transportation Program (ATP) Regional Program Cycle 3 Guidelines and Program of Projects for the San Francisco Bay Area, for submission to the California Transportation Commission (CTC), consistent with the provisions of Senate Bill 99 and Assembly Bill 101.

This resolution includes the following attachments:

Attachment A – Guidelines: Policies, Procedures and Project Selection Criteria
Attachment B – Regional Active Transportation Program of Projects

Further discussion of these actions is contained in the Summary Sheet to the MTC Programming and Allocations Committee dated February 10, 2016.

Date: February 24, 2016
W.I.: 1515
Referred by: PAC

RE: Adoption of Regional Active Transportation Program (ATP) Cycle 3 Guidelines and Program of Projects

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4218

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code Section 66500 *et seq.*; and

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

WHEREAS, MTC is the designated Metropolitan Planning Organization (MPO) for the nine-county San Francisco Bay Area region and is required to prepare and endorse a Transportation Improvement Program (TIP) which includes federal funds; and

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

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

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

WHEREAS, MTC has developed, in cooperation with CTC, Caltrans, operators of publicly owned mass transportation services, congestion management agencies, countywide

transportation planning agencies, and local governments, guidelines to be used in the development of the ATP; and

WHEREAS, a multi-disciplinary advisory group evaluates and recommends candidate ATP projects for MTC inclusion in the Active Transportation Program of Projects; and

WHEREAS, the ATP is subject to public review and comment; now, therefore, be it

RESOLVED, that MTC approves the guidelines to be used in the evaluation of candidate projects for inclusion in the ATP, as set forth in Attachment A of this resolution, and be it further

RESOLVED, that MTC approves the Active Transportation Program of Projects, as set forth in Attachment B of this resolution, and be it further

RESOLVED that the Executive Director or designee can make technical adjustments and other non-substantial revisions; and be it further

RESOLVED, that the Executive Director shall forward a copy of this resolution, and such other information as may be required to the CTC, Caltrans, and to such other agencies as may be appropriate.

METROPOLITAN TRANSPORTATION COMMISSION

_____

Dave Cortese, Chair

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California, on February 24, 2016.

2017 Regional Active Transportation Program (ATP)

Cycle 3

Guidelines

February 24, 2016

MTC Resolution No. 4218
Attachment A

Metropolitan Transportation Commission
Programming and Allocations Section
http://mtc.ca.gov/our-work/fund-invest

2017 Regional Active Transportation Program (ATP) Cycle 3 Guidelines
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2017 Regional Active Transportation Program Cycle 3 Guidelines

Background

In September 2013, the Governor signed Senate Bill 99 (Chapter 359, Statutes 2013) and Assembly Bill 101 (Chapter 254, Statutes 2013) into law, creating the Active Transportation Program (ATP). The State envisions the ATP to consolidate a number of other funding sources intended to promote active transportation, such as the Bicycle Transportation Account and Transportation Alternatives Program, into a single program.

State and federal law segregate ATP funds into three main components, distributed as follows:

- 50% to the state for a statewide competitive program
- 10% to the small urban and rural area competitive program to be managed by the state
- 40% to the large urbanized area competitive program, with funding distributed by population and managed by the Metropolitan Planning Organization (MPO) – hereinafter referred to as the "Regional Active Transportation Program"

The California Transportation Commission (CTC) developed guidelines for the Cycle 3 ATP, expected to be approved on March 17, 2016. The CTC Guidelines lay out the programming policies, procedures, and project selection criteria for the statewide competitive program, as well as for the small urban/rural and large MPO regional competitive programs. Large MPOs, such as MTC, have the option of developing regional policies, procedures, and project selection criteria that differ from those adopted by CTC, provided the regional guidelines are approved by CTC.

This document serves as MTC's Cycle 3 Regional ATP Guidelines that substantially follow those of the CTC, but include a number of differences based on the region's existing policies and priorities. MTC adopted these Guidelines for the MTC Regional Active Transportation Program on February 24, 2016, for final consideration by the CTC in March 2016.

Development Principles

The following principles will frame the development of MTC's Regional ATP.

- MTC will work with CTC staff, Caltrans, Congestion Management Agencies (CMAs), transit operators, regional Active Transportation Working Group, and interested stakeholders to develop the Regional Active Transportation Program.
- ATP investments must advance the objectives of the Regional Transportation Plan (RTP)/Sustainable Communities Strategy.
- MTC will exceed the State's 25% minimum programming requirement to projects benefiting disadvantaged communities.
- MTC will continue to work with Caltrans, CMAs, transit operators, and project sponsors to seek efficiencies and streamlining for delivering projects in the federal-aid process.
- MTC will continue to advocate that all project savings and un-programmed balances remain within the ATP program rather than redirected to the State Highway Account, and specifically that savings

and balances in the 40% Large MPO programs remain within the regional programs, consistent with federal guidance on the Transportation Alternative Program (TAP).

CTC Guidelines

The California Transportation Commission (CTC) ATP Guidelines are expected to be adopted on March 17, 2016, and are available at: http://www.catc.ca.gov/programs/ATP.htm. The most current CTC Guidelines for the Active Transportation Program, as posted on the CTC website, are incorporated in MTC's Regional ATP Guidelines via this reference. All project sponsors are required to follow both the MTC and CTC ATP Guidelines in the development and implementation of the Regional ATP.

ATP Development Schedule

Development of the ATP will follow the schedule outlined in Appendix A-1 of this guidance.

ATP Regional Shares

Appendix A-2 of this guidance provides the MTC regional shares for Cycle 3 of ATP funding (FY 2019-20 and FY 2020-21), consistent with the ATP Fund Estimate expected to be approved by the CTC on March 17, 2016. Appendix A-2 also includes the State's 25% minimum programming requirement to projects benefiting disadvantaged communities.

Public Involvement Process

In developing the ATP, MTC is committed to a broad, inclusive public involvement process consistent with MTC's Public Participation Plan, available at http://mtc.ca.gov/about-mtc/public-participation/public-participation-plan.

ATP Projects in the Transportation Improvement Program (TIP)

Consistent with state and federal requirements, ATP funded projects must be programmed in the TIP prior to seeking a CTC allocation. Selected projects must complete and submit a Fund Management System (FMS) application by May 1, 2017 in order to be included in the TIP. In addition, MTC requires that a federal Request for Authorization (RFA) be submitted simultaneously with the ATP allocation request to Caltrans and CTC when the ATP project includes federal funds. Unless a state-only funding exception is granted, ATP funds will contain federal funds. Therefore, projects must receive a CTC allocation and a federal authorization to proceed prior to the expenditure of eligible costs or advertisement of contract award.

Deviations from Statewide Policies

Below are MTC-region specific policies as they apply to the Regional Active Transportation Program. These policies differ from CTC's Guidelines.

1. Application Process and Additional Regional Screening/Evaluation Criteria

MTC elects to hold a separate call for projects for the Regional Active Transportation Program, and has additional evaluation and screening criteria. Further information on these changes, as well as instructions on the application process are detailed later in this guidance.

Project sponsors may apply for either the State ATP program or Regional ATP program, or both. Sponsors applying to the State ATP program or to both the state and regional programs must submit a copy of their state application to MTC. In order to be considered for the regional program, including consideration if unsuccessful in the statewide program, applicants must meet all regional requirements and submit a regional application by the application deadline.

2. Definition, Evaluation, and Funding Minimum for Disadvantaged Communities

Definition

The MTC region has already adopted a measure to define Disadvantaged Communities (DACs) known as "Communities of Concern". MTC updated the Communities of Concern (COCs) definition in January 2016 as a part of the *Plan Bay Area 2040* Equity Framework. For the purposes of meeting the State's 25% DAC minimum requirement in the Regional ATP, MTC elects to use MTC's COC definition.

MTC's Communities of Concern are defined as those census tracts that have concentration of both minority and low-income households, or that have a concentration of 3 or more of the remaining 6 factors below (#3 to #8), but only if they also have a concentration of low-income households. The concentration thresholds for these factors are described below.

Disadvantage Factor	% of Regional Population	Concentration Threshold
1. Minority Population	58%	70%
2. Low Income (<200% of Poverty) Population	25%	30%
3. Limited English Proficiency Population	9%	20%
4. Zero-Vehicle Households	10%	10%
5. Seniors 75 Years and Over	6%	10%
6. People with Disability	9%	25%
7. Single-Parent Families	14%	20%
8. Severely Rent-Burdened Households	11%	15%

Based on this definition, 22% of the region's population is located in Communities of Concern. MTC's Communities of Concern definition of Disadvantaged Communities meets the State's legislative intent, and has already been in use in the MTC region for planning and programming purposes.

Additional discussion of the Communities of Concern definition and methodology are included in the *Plan Bay Area* Equity Analysis Report and associated Appendix, available online at: http://onebayarea.org/pdf/final_supplemental_reports/FINAL_PBA_Equity_Analysis_Report.pdf and http://onebayarea.org/pdf/final_supplemental_reports/FINAL_PBA_Equity_Analysis_Report-Appendices.pdf. Information regarding the 2016 update is available online at:

https://mtc.legistar.com/View.ashx?M=F&ID=4216456&GUID=42E0CBF3-9490-4A6D-A6A6-B04003451057. The last link also includes a static map of the COC locations. An interactive online map is not yet available; however, a list of census tracts is available upon request from MTC staff.

Community-Based Transportation Plans (CBTPs)
The Community-Based Transportation Planning Program is a collaborative planning process that involves residents in low-income Bay Area communities, community- and faith-based organizations that serve them, transit operators, county congestion management agencies (CMAs), and MTC. Each plan includes locally identified transportation needs, as well as solutions to address them. Each plan reflects the objectives of the program, which are to:

- emphasize community participation in prioritizing transportation needs and identifying potential solutions;
- foster collaboration between local residents, community-based organizations, transit operators, CMAs and MTC; and
- build community capacity by involving community-based organizations in the planning process.

Project findings are forwarded to applicable local or county-level policy boards, as well as to MTC, for consideration in planning, funding and implementation discussions.

MTC elects to change the statewide application's scoring point value for Disadvantaged Communities, assigning the value to 60% of the statewide scoring value. The remaining 40% of the statewide scoring value will be awarded for projects identified in an approved Community-Based Transportation Plan (CBTP). Proof of CBTP consistency will be provided by the applicant in the supplemental regional application.

3. Establish a Target for Project Funding Requests $1 million and Under
MTC elects to establish a target of 20% of rATP funds for project requests of $1 million and under. The goal of the target is to encourage smaller project applications throughout the region. If the 20% target is not met based on score order, projects requesting $1 million and under which score five or fewer points under the lowest scoring funded project may be added to the Program in order to meet the target.

Project requests over $1 million must meet federal requirements and receive federal funds, while project requests $1 million and will be prioritized for state-only funding. Exceptions may be granted on a case-by-case basis, subject to the federal/state funding availability identified in Appendix A-2.

4. Match Requirement
The CTC Guidelines do not require a match for Statewide ATP projects. The CTC Guidelines allow MPOs to define different match requirements for the Regional ATP.

Differing from CTC Guidelines, MTC elects to impose a local match requirement for the regional ATP of 11.47%, with match waivers for projects benefiting a Community of Concern, stand-alone non-infrastructure projects, and safe routes to schools projects. As an added provision, a project sponsor may request the local match requirement be waived for the construction phase of an infrastructure project if the pre-construction phases are entirely funded using non-federal and non-ATP funds. This provision minimizes the number of federalized phases requiring an E-76 through Caltrans Local Assistance.

5. Contingency Project List

MTC will adopt a list of projects for programming the Regional ATP that is financially constrained against the amount of ATP funding available (as identified in the approved ATP Fund Estimate). In addition, MTC will include a list of contingency projects, ranked in priority order based on the project's evaluation score. MTC intends to fund projects on the contingency list should there be any project failures or savings in the Cycle 3 Regional ATP. This will ensure that the Regional ATP will fully use all ATP funds, and that no ATP funds are lost to the region. The contingency list is valid until the adoption of the next ATP Cycle.

Application Process

Project Application

Upon CTC concurrence of MTC's Regional ATP Guidelines, MTC will issue a call for projects for the Regional Active Transportation Program. Project sponsors must complete an application for each project proposed for funding in the ATP, consisting of the items included in Appendix A-3 of this guidance. Project sponsors must use the Project Programming Request (PPR) forms provided by Caltrans for all projects. The PPR must be submitted electronically in Microsoft Excel format for upload into the regional and statewide databases. All application materials, in the form of 3 hard copies and 1 electronic copy (via CD/DVD, portable hard drive, or USB thumb drive) must be physically received by MTC or postmarked no later than June 15, 2016 in order to be considered.

Additional Project Screening Criteria, Including Readiness

In addition to the CTC Guidelines, all projects included in the ATP must meet the following screening criteria.

A. **Prohibition of Multiple Phases in Same Year.** Project sponsors must provide sufficient time between the scheduled allocation of environmental funds and the start of design, right of way or construction. Therefore, projects may not have more than one phase programmed per fiscal year, except for design and right of way, which may be programmed in the same fiscal year. Exceptions may be made on a case-by-case basis.

B. **Deliverability.** Project sponsors must demonstrate they can meet the delivery timeframe of the Active Transportation Program. Projects that can be delivered (receive a CTC allocation and federal authorization to proceed for federal funds) earlier, shall receive priority for funding over other projects. As specified in MTC's Regional Project Delivery Policy (MTC Resolution No. 3606,

Revised), sponsors must submit the CTC allocation and obligation paperwork to Caltrans/CTC by November 1 of the programmed fiscal year, and receive the federal authorization to proceed (E-76 / federal obligation) by January 31 of the programmed fiscal year. There are no extensions to these regional delivery deadlines.

Additional Project Evaluation Criteria

MTC will use the CTC project evaluation criteria as set forth in the CTC Guidelines, with additional criteria for the Regional Active Transportation Program. The additional criteria are:

- Consistency with Regional Priorities and Planning Efforts. **(0 to 5 points)**
  Applicants shall describe the project's consistency with previously-approved regional priorities, and how the project supports *Plan Bay Area*. Points will be awarded for the degree of the proposed project's consistency with regional priorities, such as:
  - Consistency with *Plan Bay Area*'s Healthy and Safe goals of reduction of particulate matter, collision reduction and encouragement of active transport
  - Consistency with MTC's Safe Routes to School Program
  - Bay Trail build-out
  - Regional Bike Network build-out
  - Gap closures in the Regional Bike Network
  - Multi-jurisdictional projects
- Completion of Approved Environmental Document. **(0 or 3 points)**
  While the Active Transportation Program may fund pre-construction phases of projects, including the environmental document phase, the region prefers projects which are environmentally cleared in order to promote certainty in project delivery and project scope. Applicants that provide evidence of an approved environmental document consistent with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) will receive additional points. If requesting state-only funding, only CEQA documentation is required. Evidence may be provided by the following methods:
  - Photocopy of the approved environmental document cover and executive summary;
  - Link to the approved environmental document available online;
  - Full soft copy of the environmental document provided on the electronic copy of the application (CD/DVD/USB drive);
  - Documentation from Caltrans regarding environmental approval; and/or
  - Other Council/Board action, such as resolutions and/or Planning Department approval of environmental document.

  This provision does not apply to planning activities or stand-alone non-infrastructure projects, which receive the full points to this criterion regardless of environmental status at the time of application. These projects must still follow any applicable CEQA or NEPA requirements to receive ATP funding.
- Consistency with OBAG Complete Streets Policy. **(0 or 2 points)**
  Complete Streets are an essential part of promoting active transportation. To that end, additional points will be awarded to ATP project sponsors that supply documentation that

the jurisdiction(s) in which the project is located meets the One Bay Area Grant (OBAG) Complete Streets Policy by June 1, 2016. The policy may be met by the jurisdiction either having updated the General Plan after January 1, 2010 to be consistent with the Complete Streets Act of 2008, or adopting a complete streets policy resolution incorporating MTC's complete streets requirements. For further information regarding MTC's One Bay Area Grant (OBAG) Complete Streets Policy, refer to the OBAG 2 website at: http://mtc.ca.gov/our-work/fund-invest/federal-funding/obag-2.
A sample complete streets policy resolution is available at:
http://mtc.ca.gov/sites/default/files/OBAG_2_Reso_Guidance_Final.pdf.

- Countywide Plans/Goals Consistency Determination. **(0 or -2 points)**
  Following the application due date, MTC will share the received applications with the County Congestion Management Agencies (CMAs) or Countywide Transportation Planning Agency (collectively referred to as "CMAs"). The CMAs will review the applications for consistency with adopted countywide transportation plans, active transportation plans, and/or other countywide goals, as applicable. The CMAs will provide MTC a list of projects determined to be inconsistent with countywide plans and/or goals no later than October 1, 2016. Inconsistent projects will receive a 2 point penalty; consistent projects will be held harmless.
- Deliverability Determination. **(0 or -5 points)**
  The regional program evaluation committee, in consultation with MTC staff, will review each application's project delivery schedule for ability to meet regional deadlines as described in MTC Resolution No. 3606, Revised. Projects that are deemed unable to allocate ATP funds within the two programming years of Cycle 3 (FY 2019-20 and 2020-21) shall receive a 5 point penalty. Projects that are deemed able to allocate within the two programming years of Cycle 3 will be held harmless.

Additional Regional Policies

Title VI Compliance

Investments made in the ATP must be consistent with federal Title VI requirements. Title VI prohibits discrimination on the basis of race, color, disability, and national origin in programs and activities receiving federal financial assistance.

MTC Resolution No. 3606 Compliance – Regional Project Delivery Policy

The CTC ATP Guidelines establish timely use of funds and project delivery requirements for ATP projects. Missing critical milestones could result in deletion of the project from the ATP, and a permanent loss of funds to the region. Therefore, these timely use of funds deadlines must be considered in programming the various project phases in the ATP. While the CTC Guidelines provide some flexibility with respect to these deadlines by allowing for deadline extensions under certain circumstances, the CTC is very clear that deadline extensions will be the exception rather than the rule. MTC Resolution No. 3606 details the Regional Project Delivery Policy for regional discretionary funding, which may be more restrictive than the State's delivery policy. All projects in the regional ATP are subject to the Regional Project Delivery Policy (MTC Resolution 3606), including the

adoption of a Resolution of Local Support for selected projects by April 1, 2017. For additional information, refer to http://mtc.ca.gov/our-work/fund-invest/federal-funding/project-delivery.

MTC Resolution No. 3765 Compliance – Complete Streets Checklist

MTC's Resolution No. 3765 requires project sponsors to complete a checklist that considers the needs of bicycles and pedestrians for applicable projects. The Complete Streets Checklist (also known as "Routine Accommodations Checklist") is available through MTC's website online at http://mtc.ca.gov/our-work/plans-projects/bicycle-pedestrian-planning/complete-streets. Furthermore, it is encouraged that all bicycle projects programmed in the ATP support the Regional Bicycle Network and county-wide bicycle plans. Guidance on considering bicycle transportation can be found in MTC's 2009 Regional Bicycle Plan (a component of Transportation 2035) and Caltrans Deputy Directive 64. MTC's Regional Bicycle Plan, containing federal, state and regional polices for accommodating bicycles and non-motorized travel, is available on MTC's Web site at: http://mtc.ca.gov/our-work/plans-projects/bicycle-pedestrian-planning.

METROPOLITAN TRANSPORTATION COMMISSION (MTC)
2017 Regional Active Transportation Program (ATP) Cycle 3
Appendix A-1: ATP Development Schedule (Subject to Change)
February 24, 2016

January 2016	CTC releases draft ATP Guidelines
January-February 2016	Draft Regional ATP Guidelines presented to Working Groups
February 10, 2016	MTC Programming and Allocations Committee (PAC) scheduled review and recommendation of final proposed Regional ATP Guidelines
February 24, 2016	MTC Commission scheduled adoption of Regional ATP Guidelines MTC submits adopted Regional ATP Guidelines to CTC for consideration
March 17, 2016	**CTC scheduled adoption of State ATP Guidelines** **CTC scheduled approval of MTC's Regional ATP Guidelines**
March 30, 2016	**CTC scheduled release of ATP Call for Projects for Statewide Competitive Program** **MTC scheduled release of ATP Call for Projects for Regional Program**
June 15, 2016	**State ATP Applications Due to CTC (Statewide Program)** **Regional ATP Applications Due to MTC (Regional Program)**
October 28, 2016	CTC releases staff recommendation for ATP Statewide Competitive Program
December 7, 2016	MTC releases staff recommendation for ATP Regional Program
December 2016	Working Group discussions of staff recommendations
December 8, 2015	**ATP Statewide Program Adoption:** CTC scheduled to adopt statewide program and transmit unsuccessful projects to the Regions for consideration
December 14, 2016	MTC Programming and Allocation Committee (PAC) scheduled review and recommendation of final ATP Regional Program
December 21, 2016	**ATP Regional Program Adoption:** MTC Commission scheduled approval of ATP regional program and transmittal to CTC for consideration
March 2017	**CTC Approval of ATP Regional Program:** CTC scheduled to approve Regional Program
April 1, 2017	**TIP Amendment Deadline:** Successful ATP project sponsors to submit 2015 TIP Amendment, including Resolution of Local Support
May 24, 2017	MTC Commission scheduled to approve TIP Amendment to add ATP projects into federal TIP
June 30, 2017	TIP Approval: FHWA/FTA anticipated approval of ATP projects in federal TIP
November 1, 2019	Allocation/Obligation Submittal Deadline for Regional ATP projects programmed in FY 2019-20
January 31, 2020	Allocation/Obligation Deadline for Regional ATP projects programmed in FY 2019-20
November 1, 2020	Allocation/Obligation Submittal Deadline for Regional ATP projects programmed in FY 2020-21
January 31, 2021	Allocation/Obligation Deadline for Regional ATP projects programmed in FY 2020-21

Shaded Area – Actions by State, CTC or Caltrans

Metropolitan Transportation Commission (MTC)
2017 Regional Active Transportation Program (ATP) Cycle 3

Appendix A-2: MTC ATP Regional Share Targets
FY 2019-20 and FY 2020-21
February 2016

ATP Regional Share

All numbers in thousands

Fund Source	FY 2019-20	FY 2020-21	Total
Federal TAP	$5,252	$5,252	$10,504
Federal Other	$1,915	$1,915	$3,830
State	$2,908	$2,908	$5,816
Total ATP Regional Share	**$10,075**	**$10,075**	**$20,150**

State's 25% Disadvantaged Communities Minimum Requirement

Classification	FY 2019-20	FY 2020-21	Total
25% - Benefiting Disadvantaged Communities	$2,519	$2,519	$5,038
75% - Anywhere in the Region	$7,556	$7,556	$15,112
Total ATP Regional Share	**$10,075**	**$10,075**	**$20,150**

METROPOLITAN TRANSPORTATION COMMISSION (MTC)

2017 Regional Active Transportation Program (ATP) Cycle 3

Appendix A-3: Regional ATP Project Application

Project sponsors must submit a completed project application for each project proposed for funding in the Regional Active Transportation Program. The application consists of the following parts and are available on the Internet (as applicable) at: http://mtc.ca.gov/our-work/invest-protect/investment-strategies-commitments/protect-our-climate/active-transportation

1. Cover letter on Agency letterhead signed by the applicant's Chief Executive Officer or other officer authorized by the applicant's governing board
    a. If the proposed project is implemented by an agency other than the project sponsor, documentation of the agreement between the two entities must be included
    b. If proposing matching funds, the letter should include confirmation that these matching funds are available for the proposed project
2. Project application forms
    a. Statewide ATP Application Form, available at http://www.catc.ca.gov/programs/ATP.htm
    b. Regional ATP Supplemental Application Form, available at http://mtc.ca.gov/our-work/invest-protect/investment-strategies-commitments/protect-our-climate/active-transportation, including back-up documentation, as applicable, such as:
        i. Community of Concern benefit evidence
        ii. Environmental Documentation certification evidence (CEQA and NEPA, if requesting federal funds)
        iii. OBAG Complete Streets Policy compliance
        iv. Community-Based Transportation Plan evidence
3. Project Programming Request (PPR) form
    a. Available at: http://www.dot.ca.gov/hq/transprog/allocation/ppr_new_projects2_5_5_14.xls
4. Complete Streets Checklist
    a. Available at: http://mtc.ca.gov/our-work/plans-projects/bicycle-pedestrian-planning/complete-streets
    b. Not necessary for Planning or Non-Infrastructure projects.

Note: Selected projects are also required to provide a Resolution of Local Support for the project no later than April 1, 2017.