

## 2025 Active Transportation Program Submittable Frequently Asked Questions

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### Creating an Account

#### 1. Where can I access the 2025 ATP Submittable application?

- The 2025 ATP application is located at: <https://catc.submittable.com/submit>

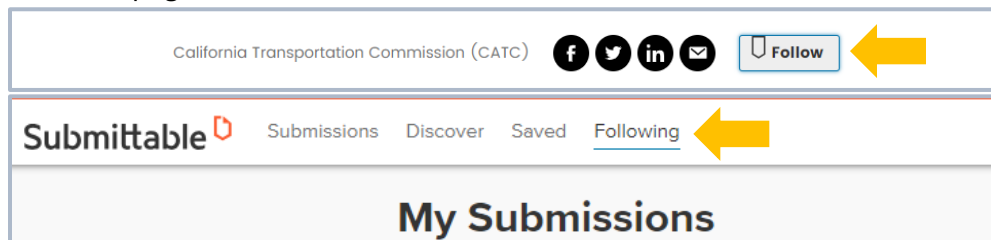
#### 2. Do I need to create a Submittable account to complete and submit the application?

- Yes. Using the link above, create a new account or login to an existing account to access the applications.

### Navigating the Application Portal

#### 3. Once on the “My Submissions” page, how do I go back to the main ATP page to all the ATP application resources?

- On the main ATP application page where the resources are provided, scroll to the bottom and select the “Follow” button. Go to the “My Submissions” page and select “Following”, located in the top ribbon. There you will be able to access a link to the main ATP page.



- Or use the link above to navigate back to the main ATP page.

#### 4. Can I access the main ATP page from the application?

- In the application, scroll to the top ribbon and select the “Back” button. This will navigate you back to the main ATP page.



## Navigating the Application Form

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### General

#### 5. Can I prepare and save multiple applications, including the same application types, under the same account?

- Yes, you can work on multiple applications at once, regardless of the application type; however, you cannot create multiple versions of the same application.

#### 6. If filling out applications for different organizations, can I work on multiple applications simultaneously under the same account?

- Yes, but you will be limited to one active application per type.
- *Tip from Submittable User: If you need multiple accounts, you can add “+” after your email to make a new account per application. Any communication over email will still be directed to your main email address.*
  - i. E.g.: *planner+application1@city.gov, planner+application2@city.gov, etc.*

#### 7. Can I skip throughout the application to complete certain parts of it, or do I have to complete it sequentially?

- You can complete any part of the application in any order you wish. All parts of the application (Part A: General Application Questions, Part B: Narrative Questions and Part C: Application Attachments) are accessible once an application type is started/initiated.

#### 8. Do I need to complete the application in one sitting?

- No. Submittable will autosave your progress periodically; however, you can also save your work by selecting “Save Draft” located at the end of the application.

#### 9. Where do I include photos of existing conditions, Letters of Support or additional attachments?

- Under Part C: Application Attachments section of the application. Depending on the application type, some attachment fields will not be available.

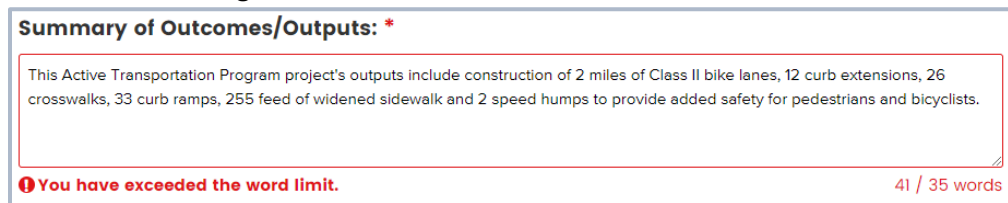
**10. Can I delete an attachment and re-attach a different file before submitting my application?**

- Yes. Click on the trash can button to remove an attachment from the application. You will be able to attach a new/updated file.



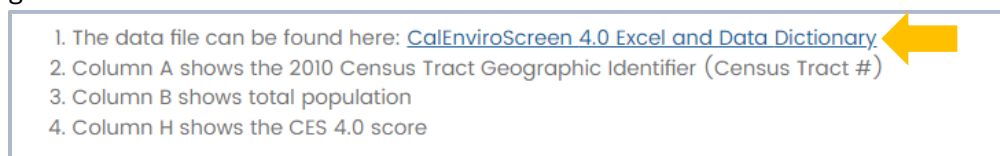
**11. How does word count work under the narrative questions? Does the application show remaining words as you type? Does it cut you off once limit is reached?**

- Narrative fields in the application have a word or character count. Character counts include letters, special characters, and spaces.
- As you type your narrative response, the application will show how many words/characters are remaining.
- If the limit is exceeded, the text box and count will turn red and an error message will appear under the text box. Until the exceeded word/character count is addressed, you will not be able to submit your application. You can still save the application without addressing this error.



**12. Under Question 1: Identification of Disadvantaged Community (DAC), what website should I utilize to qualify as a DAC?**

- The application will provide direct links to each DAC qualifier data set that is selected to qualify. The links are located under the DAC table along with further guidance on what fields to include in the table.



**Manage Collaborators**

**13. Can more than one user work on an application?**

- Yes. In the application, select “Manage Collaborators” to allow other users to contribute to the application. Collaborators will have access to edit and save the application but will not be able to submit it.

**14. Do collaborators need a Submittable account?**

- Yes.

**15. Can collaborators add other collaborators to work on an application.**

- No, only the creator of the application can add collaborators.

**16. Does a local agency have to start the application, or can a collaborator start it?**

- The application can be started by anyone leading the application effort, e.g.: the local agency or a consultant. Collaborators can only be added once the application has been started.

**17. Can you save more than one draft application if you have invited collaborators?**

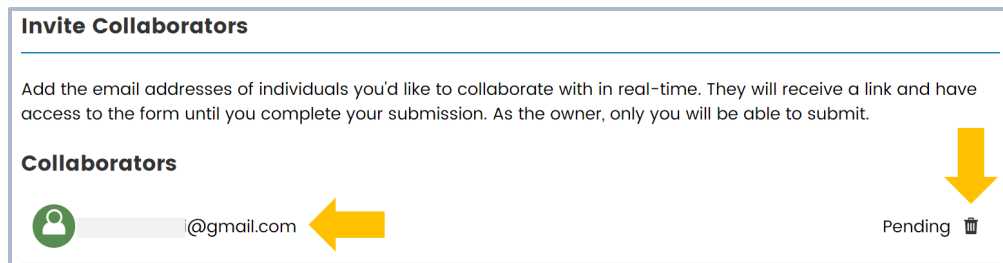
- No, you can only save one draft of an application. Make sure to communicate with collaborators outside of Submittable. Due to the autosave feature, it's possible you could save over each other's work!
- It is recommended that collaborators are not in the application at the same time. As the creator of the application, you will not be notified if a collaborator has made changes to the application.

**18. Instead of inviting collaborators, can I share my login information with my team?**

- Yes, it is possible to sign into one account across multiple devices. Beware of saving over each other's work!

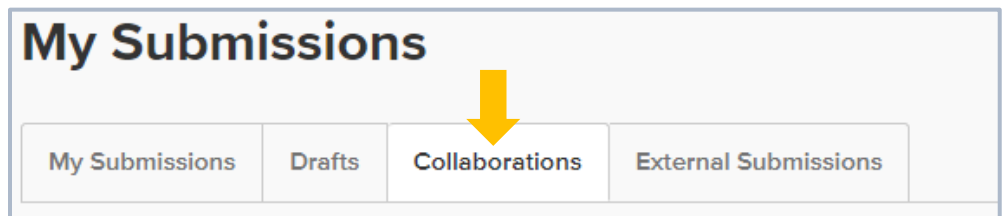
**19. Can I see who has been invited to collaborate on an application and can I remove any collaborators?**

- To see who has been invited to collaborate, select “Manage Collaborators” in the application. To delete a collaborator, click on the trash can icon next to invited individual.



**20. How can I see which applications I've been asked to collaborate on?**

- Go to your “My Submissions” page and select the “Collaborations” tab to see a list of the application(s).



## Managing Submissions

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### 21. Who has the ability to submit the application?

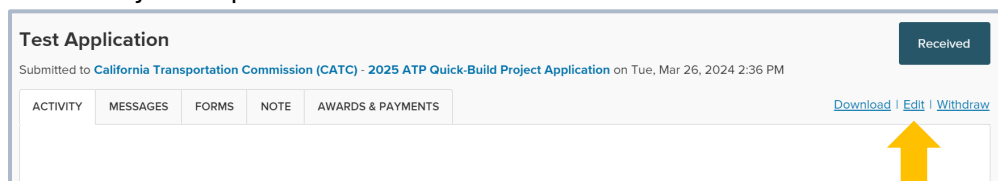
- The original creator of the application can submit the application. Collaborators do not have access to submit it.

### 22. Once the application is submitted, who receives the confirmation email?

- The original creator of the application will receive a submission confirmation email. Collaborators will not receive an email.

### 23. Once an application is submitted, can I retrieve it if I need to make edits or changes?

- You will need to submit a request to Commission staff through Submittable to have access to your application after submission. Click on the submitted application you'd like to edit. On the top right-hand corner, select "Edit". There you will be asked to submit your request.



- If your request is before the application deadline (June 17, 2024), Commission staff will grant you access. If your request is after the application deadline, staff will determine at that time if access will be granted.

### 24. To avoid needing granted access of a submitted application from Commission staff, can I withdraw my application, edit it, and then resubmit it?

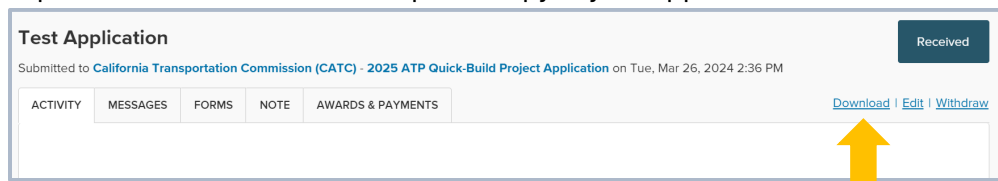
- You can withdraw your application; however, you will be required to start a new application. If you withdraw your application after the application deadline, you will not have access to resubmit the withdrawn or new application.

### 25. Can I print the application while working on the draft?

- You can print the draft application by selecting your browser's Print feature. Please note that formatting may be off based on the device and browser.

### 26. Can I download the application for review? Will it include the attachments as well?

- On the "My Submissions" page, click on the submitted application you'd like to export. Select "Download" to export a copy of your application.



- If you'd like to download the individual attachments, scroll through your application until you find the file you'd like to export, and download it.

**27. Will submittals to the Metropolitan Planning Organization (MPO) Component be processed through Submittable as well?**

- The Submittable platform is available to all MPO's in the MPO Component. Please contact your MPO to confirm how they will be accepting applications.

## **Application Support**

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**28. Will the applications be available on the Commission's ATP website as well as within Submittable?**

- Commission staff developed Word Document versions of the applications, which are posted on the [Commission's ATP website](#) under the "2025 ATP (Cycle 7)" tab.

**29. Where are the 2025 Scoring Rubrics located?**

- You can find them on the main Submittable ATP page under the Resources section, the [Commission's ATP website](#) under "2025 ATP (Cycle 7)" tab, and the [Caltrans ATP Cycle 7 website](#).

**30. Where can I find the link to the Cycle 5 and 6 Successful Applications?**

- On the Commission's ATP website under their respective tabs.
  - i. [Cycle 6 Successful Applications](#)
  - ii. [Cycle 5 Successful Applications](#)

**31. Who should I contact for Submittable technical support questions?**

- Use the link to access the Submittable Help Center:  
<https://www.submittable.com/help/submitter/>

**32. Who should I contact for questions related to application content?**

- Commission Staff:
  - i. Laurie Waters  
[Laurie.Waters@catc.ca.gov](mailto:Laurie.Waters@catc.ca.gov)
  - ii. Beverley Newman-Burckhard  
[Beverley.Newman-Burckhard@catc.ca.gov](mailto:Beverley.Newman-Burckhard@catc.ca.gov)
  - iii. Elika Changizi  
[Elika.Changizi@catc.ca.gov](mailto:Elika.Changizi@catc.ca.gov)
- Caltrans Staff:
  - i. Desiree Fox (Districts 1, 2, 3, 4, 5)  
[Desiree.Fox@dot.ca.gov](mailto:Desiree.Fox@dot.ca.gov)
  - ii. Cirilo Salilican (Districts 6, 9, 10, 11)  
[Cirilo.Salilican@dot.ca.gov](mailto:Cirilo.Salilican@dot.ca.gov)
  - iii. Elijah Hall (Districts 7, 8, 12)  
[Elijah.Hall@dot.ca.gov](mailto:Elijah.Hall@dot.ca.gov)
  - iv. Ali Doerr Westbrook (Non-Infrastructure & Plan)  
[Ali.Doerr@dot.ca.gov](mailto:Ali.Doerr@dot.ca.gov)