

Memorandum

To: CHAIR AND COMMISSIONERS

CTC Meeting: March 25, 2020

From: MITCH WEISS, Executive Director

Reference Number: 4.33, Action

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Subject: **Adoption of the 2021 Active Transportation Program Regional Guidelines – Metropolitan Transportation Commission, Resolution G-20-37**

Issue:

Should the California Transportation Commission (Commission) adopt the 2021 Active Transportation Program Regional Guidelines for use in administering the Metropolitan Transportation Commission's metropolitan planning organization competitive selection process as set forth in Attachment B?

Recommendation:

Staff recommends that the Commission adopt the proposed 2021 Active Transportation Program Regional Guidelines as proposed by the Metropolitan Transportation Commission in Attachment B.

Background:

On September 26, 2013, the Governor signed legislation creating the Active Transportation Program (Senate Bill 99, Chapter 359 and Assembly Bill 101, Chapter 354). As stated in Senate Bill 99 the metropolitan planning organizations charged with programming Active Transportation Program funds have discretion to develop regional guidelines for their respective competitive component.

Guidelines prepared by the metropolitan planning organizations and adopted by the Commission may differ from the Commission's adopted statewide guidelines in the following areas:

- Project selection criteria or weighting
- Minimum project size
- Match requirement
- Definition of disadvantaged communities

- Supplemental metropolitan planning organization specific call for projects

The Commission anticipates adopting the statewide 2021 Active Transportation Program Guidelines at the March 25-26, 2020 Commission meeting. The 2021 Active Transportation Program schedule requires the metropolitan planning organizations to submit the optional regional guidelines to the Commission by April 17, 2020, for adoption at the May 13-14, 2020 Commission meeting. The Metropolitan Transportation Commission requested early adoption of their guidelines so that the release of their regional call for projects can coincide with the Commission's statewide call for projects.

Staff reviewed the guidelines submitted by the Metropolitan Transportation Commission. The following list summarizes the differences of the Metropolitan Transportation Commission's 2021 Regional Active Transportation Program Guidelines from the statewide 2021 Active Transportation Program Guidelines:

- Project selection criteria and weighting.
 - Screening criteria as follows:
 - Require that jurisdictions receiving funds have an approved Housing Element and Complete Streets Policies, as required with the One Bay Area Grant Program.
 - A focus on transit agency coordination.
 - Consistency with regional priorities and planning efforts: Such as Bay Trail and Regional Bike Network build-out and gap closures, multi-jurisdictional projects, and construction only requests. Up to 7 points, scored by Metropolitan Transportation Commission staff.
 - 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.
 - Countywide plans/goals consistency: Met by Bay Area County Transportation Agency determination of consistency with countywide plans and/or goals. 2-point penalty to inconsistent projects.
 - Deliverability: Metropolitan Transportation Commission staff will review the project's proposed schedule for deliverability. 5-point penalty to projects found to be undeliverable or have significant delivery risks.
 - Consistency with Community-Based Transportation Plan: Projects identified in an approved Community-Based Transportation Plan receive additional points in the Statewide disadvantaged communities question.
 - Consistency with Vision Zero Policy and Bike and Pedestrian Safety Policy or Plan: Projects in a jurisdiction with an adopted Vision Zero Policy or Bike and Pedestrian Safety Policy or Plan receive additional points in the Statewide disadvantaged communities question.
 - Remove the previously established 10 percent funding target for project funding requests of \$1 million or lower.

- Match requirement: Require an 11.47 percent match.
 - Waivers will be given to projects benefiting a Community of Concern, stand-alone non-infrastructure projects, and safe routes to school projects.
 - Waivers will be given for construction funds if pre-construction phases are funded entirely with non-federal and non-Active Transportation Program funds.
- Definition of disadvantaged communities: Continue to use the region's "Communities of Concern" criteria to define disadvantaged communities for the program.
 - Maintain the statewide score value for disadvantaged communities to 60 percent of the statewide value, with the remaining assigned as follows:
 - 20 percent of the statewide value to projects identified in an approved Community-Based Transportation Plan, and
 - 20 percent to projects within a jurisdiction with a Vision Zero or Bike and Pedestrian Safety Policy or Plan.
- Supplemental call for projects: Metropolitan Transportation Commission will have a supplemental call for projects.
 - Applicants requesting more than \$10 million are required to provide a scalability plan for their project.
- Maintain a contingency project list: The Metropolitan Transportation Commission will continue to adopt a list of contingency projects, ranked in priority order based on the project's evaluation score. The Metropolitan Transportation Commission intends to fund projects on the contingency list should there be any project failures or savings in the 2021 Regional Active Transportation Program that occur prior to the adoption of 2023 Regional Active Transportation Program. This will ensure that the Metropolitan Transportation Commission will fully program all regional Active Transportation Program funds and minimize the loss of Active Transportation Program funds to the region.
- All projects in the Regional Active Transportation Program must comply with regional policies and deadlines and must submit a resolution of local support for all selected projects by April 1, 2021.

Attachments:

- Attachment A: Resolution G-20-37
- Attachment B: 2021 Active Transportation Program Regional Guidelines – Metropolitan Transportation Commission

**CALIFORNIA TRANSPORTATION COMMISSION
ADOPTION OF THE 2021 ACTIVE TRANSPORTATION PROGRAM
REGIONAL GUIDELINES – METROPOLITAN TRANSPORTATION COMMISSION**

RESOLUTION G-20-37

- 1.1 **WHEREAS**, Streets and Highway Code Section 2382(k) allows the California Transportation Commission (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
- 1.1.1 **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**, the Active Transportation Program Guidelines (Resolution G-20-31) 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
- 1.3 **WHEREAS**, the Active Transportation Program Guidelines (Resolution G-20-31) require metropolitan planning organizations to submit their supplemental guidelines to the Commission by April 17, 2020; and
- 1.4 **WHEREAS**, the metropolitan planning organization supplemental guidelines were submitted by the Metropolitan Transportation Commission on February 21, 2020.
- 2.1 **NOW, THEREFORE, BE IT RESOLVED**, that the Commission adopts the regional guidelines proposed by the Metropolitan Transportation Commission for administering the metropolitan planning organization competitive program of the 2021 Active Transportation Program as presented by Commission staff on March 25-26, 2020; and
- 2.2 **BE IT FURTHER RESOLVED**, that the guidelines do not preclude any project nomination or any project selection that is consistent with the implementing legislation.

Reference No.: 4.33
March 25-26, 2020
Attachment B

**2021 Regional Active Transportation Program
(ATP)**

Cycle 5

Guidelines

February 26, 2020

**MTC Resolution No. 4403
Attachment A**

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

**2021 Regional Active Transportation Program (ATP) Cycle 5
Guidelines
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2021 Regional Active Transportation Program Cycle 5 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 several 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 5 ATP, scheduled to be approved on March 25, 2020. 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 CTC approves the regional guidelines.

This document serves as MTC’s Cycle 5 Regional ATP Guidelines that substantially follow those of the CTC, but include some differences based on the region’s existing policies and priorities. MTC adopted these Guidelines for the MTC Regional Active Transportation Program on February 26, 2020, for final consideration by the CTC in March 2020.

Development Principles

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

- MTC will work with CTC staff, Caltrans, Bay Area County Transportation Agencies (CTAs), 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, CTAs, 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).

- MTC will not penalize project applicants for previous project delivery issues outside of the sponsor's control.

CTC Guidelines

The California Transportation Commission (CTC) ATP Guidelines are scheduled to be adopted on March 25, 2020, and are available at <https://catc.ca.gov/programs/active-transportation-program>. The approved 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

The development of the ATP will follow the schedule outlined in Appendix A-1 of this guidance, which is subject to change.

ATP Regional Shares

Appendix A-2 of this guidance provides the MTC regional shares for Cycle 5 of ATP funding (FY 2021-22 through FY 2024-25), consistent with the ATP Fund Estimate approved by the CTC on March 25, 2020. 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 before seeking a CTC allocation. Selected projects must complete and submit a Fund Management System (FMS) application by April 1, 2021, 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 before 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 for the application process, are detailed later in this guidance.

Project sponsors may apply for either the State ATP program or Regional ATP program, or to both. Sponsors applying to the State ATP program, the Regional ATP program, or both the state and regional programs must submit a copy of their state application to MTC. 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. To meet 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 a 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 2040 Equity Analysis Report*, available online at <https://www.planbayarea.org/2040-plan/plan-details/equity-analysis>. 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 available at <https://arcg.is/1aeHq>.

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, CTAs, 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, CTAs, 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.

Vision Zero Policy or Bike and Pedestrian Safety Policy or Plan

Vision Zero is a traffic safety policy that takes an ethical approach toward achieving safety for all road users, setting the goal of zero traffic fatalities or severe injuries. Vision Zero policies maintain that traffic deaths and severe injuries are preventable and focus attention on the shortcomings of the transportation system itself, including the built environment, policies, and technologies that influence behavior. Vision Zero sets the highest level of responsibility on the system designers – transportation planners and engineers, policymakers, police, etc. Each Vision Zero policy contains five core resolutions:

- Traffic deaths and severe injuries are acknowledged to be preventable.
- Human life and health are prioritized within all aspects of transportation systems.
- Acknowledgment that human error is inevitable and transportation systems should be forgiving.
- Safety work should focus on systems-level changes above influencing individual behavior.
- Speed is recognized and prioritized as the fundamental factor in crash severity.

Alternatively, jurisdictions may adopt policies or a plan addressing bicycle and pedestrian safety, in the spirit of Vision Zero.

MTC elects to change the statewide application's scoring point value for Disadvantaged Communities, assigning the value to 60% of the statewide scoring value. Twenty percent of the statewide scoring value will be awarded for projects within a jurisdiction (city or county) with a Vision Zero or Bike and Pedestrian Safety Policy or Plan, and the remaining twenty percent to projects identified in an approved Community-Based Transportation Plan (CBTP) or similar. The applicant will provide proof of Vision Zero safety policy or plan adopted by resolution and CBTP consistency in the supplemental regional application.

3. Match Requirement

The CTC Guidelines do not require a match for Statewide ATP project nominations. 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 Disadvantaged Communities, 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.

4. Large Funding Requests

MTC intends to fund a variety of projects across the region. If an ATP application request is larger than \$10 million, the applicant must provide evidence that the project can be scaled or segmented and can deliver commensurate benefits. A smaller segment of the project may be selected for funding if there is not enough funding available for the full request. The applicant will provide an explanation of scalability in the supplemental regional application. MTC will not consider an application requesting more than \$10 million scalability explanation.

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 5 Regional ATP. This list will ensure that MTC will fully program all regional 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's 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 must be received by MTC or postmarked no later than June 15, 2020, 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 the 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 the design and right of way phases, 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 receive the CTC allocation and receive the federal authorization to proceed (E-76 / federal obligation) for federally funded projects by January 31 of the programmed fiscal year. There are no extensions to these regional delivery deadlines.
- C. One Bay Area Grant (OBAG) 2 Requirements.**
 - a. Consistency with OBAG 2 Housing Element Requirement. Jurisdictions (cities and counties) must have a general plan housing element adopted and certified by the California Department of Housing and Community Development (HCD) for 2014-2022 RHNA by May 31, 2015. Jurisdictions that have failed to meet this deadline must have their housing elements certified by HCD by June 30, 2016, to be eligible to receive ATP funding. Furthermore, under state statute, jurisdictions are required to submit Housing Element Annual Reports by April 1 every year. All cities and counties receiving ATP funding must comply with this requirement during the entire ATP funding period or risk deprogramming of ATP funding.
 - b. Consistency with OBAG 2 Complete Streets Policy. Complete Streets are an essential part of promoting active transportation. To that end, project sponsors must supply documentation that the jurisdiction(s) in which the project is located meets the OBAG Complete Streets Policy by June 15, 2020. 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 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

D. Transit Agency Coordination. Applicants must demonstrate coordination with affected transit agencies in the supplemental regional application. Evidence of coordination should be in the form of a support letter or other discussion showing coordination with affected transit operators. Projects that do not impact transit operations should indicate "no impact." Otherwise, an application may be disqualified based on a lack of coordination with affected transit operators.

Additional Project Evaluation Criteria

MTC will use the CTC project evaluation criteria as outlined in the CTC Guidelines, with additional points and criteria for the Regional Active Transportation Program. The additional criteria and point values are:

- **Consistency with Regional Priorities and Planning Efforts. (0 to 7 points)**
Applicants shall describe the project's consistency with previously-approved regional priorities, and how the project supports *Plan Bay Area 2040*. MTC staff will award points for the degree of the proposed project's consistency with regional priorities, such as:
 - Consistency with *Plan Bay Area 2040*'s Healthy and Safe Community goals & Transportation Demand Management strategies.
 - Consistency with MTC's Spare the Air Youth & Safe Routes to School Program, making it safer and easier for students and teachers to walk or bike to school.
 - Bay Trail build-out
 - Regional Bike Network build-out
 - Gap closures in the Regional Bike Network
 - Multi-jurisdictional projects
 - Applications only requesting construction phase funds
 - Demonstration of meeting regional project delivery requirements
 - Prior ATP cycle programming
- **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;
- Documentation from Caltrans regarding environmental approval; and/or
- Other Council/Board action, such as resolutions and/or Planning Department approval of the 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 and NEPA requirements to receive ATP funding.

- **Countywide Plans/Goals Consistency Determination. (0 or -2 point)**
Following the application due date, MTC will share the received applications with the CTAs. The CTAs will review the applications for consistency with adopted countywide transportation plans, active transportation plans, and/or other countywide goals, as applicable. The CTAs will provide MTC a list of projects determined to be inconsistent with countywide plans and/or goals no later than October 1, 2020. Inconsistent projects will receive a 2 point penalty; consistent projects will be held harmless.
- **Deliverability Determination. (0 or -5 points)**
MTC staff will review each application's project delivery schedule for the ability to meet regional deadlines as described in MTC Resolution No. 3606, Revised. Projects that are deemed unable to allocate ATP funds within the four programming years of Cycle 5 (FY 2021-22 through FY 2024-25) shall receive a 5 point penalty. Projects that are deemed able to allocate within the four programming years of Cycle 5 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, 2021. 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 policies 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) 2021 Regional Active Transportation Program (rATP) Cycle 5 Appendix A-1: ATP Development Schedule (Subject to Change) February 12, 2020	
January 2020	CTC releases draft ATP Guidelines
January 2020	Draft Regional ATP Guidelines presented to Working Groups
February 12, 2020	MTC Programming and Allocations Committee (PAC) review and recommendation of final Regional ATP Guidelines
February 26, 2020	MTC Commission scheduled adoption of Regional ATP Guidelines MTC submits adopted Regional ATP Guidelines to CTC for consideration
March 25, 2020	CTC scheduled adoption of State ATP Guidelines CTC scheduled approval of MTC's Regional ATP Guidelines
March 26, 2020	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, 2020	State ATP Applications Due to CTC (Statewide Program) Regional ATP Applications Due to MTC (Regional Program)
October 31, 2020	CTC releases staff recommendation for ATP Statewide Competitive Program
December 2, 2020	ATP Statewide Program Adoption: CTC scheduled to adopt statewide program and transmit unsuccessful projects to the Regions for consideration
December 16, 2020	MTC releases staff recommendation for ATP Regional Program
January 2021	Working Group discussions of staff recommendations
January 13, 2021	MTC Programming and Allocation Committee (PAC) scheduled review and recommendation of final ATP Regional Program
January 27, 2021	ATP Regional Program Adoption: MTC Commission scheduled approval of ATP regional program and transmittal to CTC for consideration
March 15, 2021	CTC Approval of ATP Regional Program
April 1, 2021	TIP Amendment Deadline: Successful ATP project sponsors to submit 2021 TIP Amendment, including Resolution of Local Support
January 31, 2022	Allocation/Obligation Deadline for Regional ATP projects programmed in FY 2021-22
January 31, 2023	Allocation/Obligation Deadline for Regional ATP projects programmed in FY 2022-23
January 31, 2024	Allocation/Obligation Deadline for Regional ATP projects programmed in FY 2023-24
January 31, 2025	Allocation/Obligation Deadline for Regional ATP projects programmed in FY 2024-25

Shaded Area – Actions by State, CTC or Caltrans

**Metropolitan Transportation Commission (MTC)
 2021 Regional Active Transportation Program (ATP) Cycle 5**

Based on draft CTC fund estimate released on 1/24/2020

Appendix A-2: MTC ATP Regional Share Targets

Cycle 5 Program - FY 2021-22 through FY 2024-25

ATP Regional Share

All numbers in thousands

Fund Source	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Total
Federal STBG (TAP)			\$5,484	\$5,484	\$10,969
Federal Other			\$1,907	\$1,907	\$3,815
State	\$8,045	\$8,045			\$16,090
SB1			\$3,066	\$3,066	\$6,132
Total ATP Regional Share	\$8,045	\$8,045	\$10,458	\$10,458	\$37,005

State's 25% Disadvantaged Communities Minimum Requirement

Classification	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Total
25% - Benefiting Disadvantaged Communities	\$2,011	\$2,011	\$2,614	\$2,614	\$9,251
75% - Anywhere in the Region	\$6,034	\$6,034	\$7,843	\$7,843	\$27,754
Total ATP Regional Share	\$8,045	\$8,045	\$10,458	\$10,458	\$37,005

METROPOLITAN TRANSPORTATION COMMISSION (MTC)
2021 Regional Active Transportation Program (ATP) Cycle 5

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/atp>

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 <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle5>
 - b. Regional ATP Supplemental Application Form, available at <http://mtc.ca.gov/atp>, including back-up documentation, as applicable, such as:
 - i. Community of Concern benefit evidence
 - ii. Scalability plan for applications requesting more than \$10 million.
 - iii. Environmental Documentation certification evidence (CEQA and NEPA, if requesting federal funds)
 - iv. OBAG 2 Complete Streets Policy and Housing Element compliance
 - v. Vision Zero Policy or Bike and Pedestrian Safety Policy or Plan evidence
 - vi. Community-Based Transportation Plan evidence
 - vii. Transit Agency Coordination evidence
3. Project Programming Request (PPR) form
 - a. Available at: <https://dot.ca.gov/programs/transportation-programming/office-of-capital-improvement-programming-ocip>
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, 2021.

Attachment B
Metropolitan Transportation Commission
2021 Active Transportation Program (ATP)
Cycle 5
FY 2021-22 through FY 2024-25
Regional ATP Cycle 5 Program of Projects

MTC Resolution No. 4403
 Attachment B
 Adopted: 02/26/2020-C

Regional ATP Cycle 5 Projects (in order by county)

County	Implementing Agency	Project	Regional ATP
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL:			\$0

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Regional ATP Cycle 5 Contingency List (in descending score order)

County	Implementing Agency	Project	Regional ATP
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL:			\$0

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