

MEMORANDUM

To: CHAIR AND COMMISSIONERS
CALIFORNIA TRANSPORTATION COMMISSION

CTC Meeting: January 29-30, 2026

From: STEVEN KECK, Chief Financial Officer

Reference Number: 2.8c.(6), Action Item

Prepared By: Dee Lam, Chief
Division of Local Assistance

Subject: **REQUEST TO EXTEND THE PERIOD OF PROJECT COMPLETION FOR A
LOCALLY-ADMINISTERED ACTIVE TRANSPORTATION PROGRAM PROJECT,
OFF THE STATE HIGHWAY SYSTEM, PER ATP GUIDELINES
WAIVER 26-09**

ISSUE:

Should the California Transportation Commission (Commission) extend the period of project completion for the locally-administered Active Transportation Program (ATP) Active Transportation Resource Center (ATRC) project (PPNO 0775), in various counties, for the time period as identified in the attachment?

RECOMMENDATION:

The California Department of Transportation (Department) recommends that the Commission extend the period of project completion for the locally-administered ATP Active Transportation Resource Center (ATRC) project (PPNO 0775), in various counties, for the time period as identified in the attachment.

BACKGROUND:

In May 2021, the Commission allocated \$2,529,000 for the locally-administered ATP Active Transportation Resource Center (ATRC) project (PPNO 0775). The responsible agency is unable to complete the project by the construction completion deadline. The attachment describes the details of the project and the explanation for the delay. The responsible agency requests an extension, and the planning agency concurs.

Current ATP Guidelines adopted by the Commission stipulate that a local agency has up to 36 months from the time of contract award to contract acceptance. The responsible agency has 180 days after the contract acceptance to prepare and submit the final invoices and reports to the Department. The Commission may approve a waiver to the Timely Use of Funds deadline, one-time only, for up to 12 months.

Attachment

**Time Extension/Waiver – Project Completion
Active Transportation Program**

Project Number: 1
Applicant: California Department of Transportation - ATRC
County: Various
District: 50
PPNO: 0775
Allocation Amount: \$2,529,000
Phase: Construction Non-Infrastructure
Allocation Date: 05/13/2021
Allocation Resolution: FATP-2021-18
Award Date: 02/15/2022
Number of Months Requested: 10 Months
Extended Deadline: 12/31/2026
Department Recommendation: Support

Active Transportation Resource Center (ATRC)

The California Department of Transportation - ATRC (Department) requests a 10-month time extension to complete the Construction Non-Infrastructure (CON-NI) phase of the Active Transportation Resource Center (ATRC) project. The Department has experienced delays completing construction. At the time of allocation, the project received an additional 12 months to complete construction beyond the 36-month deadline.

The ATRC is a project of the Active Transportation Program (ATP) which creates tools and resources for ATP applicants and awardees.

Two contracts within this project have received amended end dates - California Active Transportation Data Portal with UC Berkeley and the Evaluation Framework and Technical Assistance with Nelson/Nygaard. The amended end dates are December 2026 and March 2026, respectively. A third contract with the California Department of Public Health is also partially funded by this allocation, and partially funded from newer cycles. The Department is requesting additional time to complete the project and align with the amended end dates of these contracts.

Therefore, the Department is requesting a 10-month time extension to complete the CON-NI phase from February 28, 2026 to December 31, 2026.