

# Memorandum

To: CHAIR AND COMMISSIONERS

CTC Meeting: January 29-30, 2026

From: TANISHA TAYLOR, Executive Director

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Subject: Presentation of the Draft 2027 Active Transportation Program Guidelines

## **Summary:**

The Draft 2027 Active Transportation Program Guidelines describe the policy, standards, criteria, and procedures for the development, adoption, and management of the 2027 Active Transportation Program. The draft guidelines address statutory requirements, incorporate input from various stakeholders, and include the California Transportation Commission (Commission) procedures for programming and delivery. Noteworthy changes to the 2027 guidelines include the addition of funding restrictions for Class III bikeways and sharrows per Senate Bill 1216 (Blakespear, Chapter 788, Statutes of 2024), expanding guidance on contracting options available to federally recognized Tribal governments, further expansion of allowable uses of project cost savings, and removal of the Quick-Build Pilot Program in the Statewide and Small Urban and Rural components.

The 2027 Active Transportation Program will provide four years of funding in fiscal years 2027-28, 2028-29, 2029-30, and 2030-31, totaling \$619,320,000. The 2027 Active Transportation Program represents the program's eighth cycle.

Commission staff prepared the draft guidelines in consultation with the Active Transportation Program Technical Advisory Committee, and as required by statute, the Active Transportation Program Workgroup (workgroup). The workgroup is comprised of representatives from the California Department of Transportation, regional transportation planning agencies, local agencies, community-based organizations, the Interagency Equity Advisory Committee, and active transportation program stakeholders with expertise in walking, biking, rolling, safe routes to school projects, and social equity.

In preparation for the 2027 Active Transportation Program, Commission staff is conducting two types of workshops: central workshops and branch workshops. Central workshops focus on potential program revisions and provide a forum for discussion on key policy and administrative issues. Branch workshops focus on specific regions and allow agencies to discuss and ask for guidance on regional issues and challenges. Commission staff held the kick-off central workshop virtually in August 2025 and held seven additional central workshops

to solicit input and inform the 2027 Active Transportation Program Guidelines. Commission staff will host two additional central workshops in January and February, which will focus on streamlining the context-setting and background sections of the application (questions without a score), and adding additional guidance notes to the scoring rubric, respectively.

Commission staff will hold three branch workshops, available to all Active Transportation Program stakeholders in February 2026 to provide region-specific technical assistance. Additionally, Commission staff offer virtual site visits to all interested agencies. The virtual site visits give applicants one-on-one access to Commission staff to discuss potential projects and application questions. To date, Commission staff has held 23 virtual site visits, viewing 31 projects, and has 9 additional site visits scheduled through March 2026. Registration for the site visits is still open, and Commission staff will continue to encourage applicant participation.

Commission staff have worked with the workgroup over seven cycles to refine, streamline, and ensure consistency in the program. In consultation with the Active Transportation Program Technical Advisory Committee, Commission staff propose minimal changes to the 2027 Active Transportation Program to maintain program consistency and allow repeat applicants to focus on strengthening responses based on evaluator feedback rather than overhauling their applications. Based on workshop discussions to date, the workgroup is supportive of this approach. Workshop discussions have centered around the following topics:

- Continuing the use of the online application portal introduced in the 2025 Active Transportation Program cycle and incorporating workgroup feedback to simplify the application process for applicants and streamline the evaluation process for volunteer evaluators.
- Clarifying and simplifying guidelines language.
- Removal of the Quick Build pilot program in the Statewide and Small Urban and Rural Components due to slow delivery rates and a decline in interest from applicants.
- Addition of a new MPO Component section to summarize the policies and processes for the MPO Component. For example, the policies for conducting the competitive selection process.
- Developing a new appendix with guidance on non-infrastructure projects for applicants interested in applying for projects that provide education and encouragement programs.
- Expanding the active transportation guidelines language to be more inclusive of people with disabilities and varying abilities, including wheelchair users and mobility device users, based on feedback provided by the Interagency Equity Advisory Committee.

The Draft 2027 Active Transportation Program Guidelines are included as Attachment A. Additionally, the Draft 2027 Active Transportation Program Guidelines with changes tracked are available [HERE](#). This version shows changes to the guidelines as compared to the 2025 Active Transportation Program Guidelines and will be available until March 19, 2026, when the Commission anticipates posting the final guidelines.

### **Background:**

The Active Transportation Program was created by Senate Bill 99 (Committee on Budget and Fiscal Review, Chapter 359, Statutes of 2013) and Assembly Bill 101 (Committee on Budget, Chapter 354, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking. Senate Bill 1 (Beall, Chapter 5, Statutes of 2017) directs additional

funding from the Road Maintenance and Rehabilitation Account to the Active Transportation Program. Along with the program's overall purpose of encouraging walking and biking, the program aims to increase the share of walking and biking trips, increase safety and mobility for non-motorized users, help regional agencies achieve greenhouse gas reduction goals, enhance public health, ensure that disadvantaged communities fully share in program benefits, and provide a broad spectrum of projects to benefit many types of active transportation users.

The 2027 Active Transportation Program Guidelines describe the policies, standards, criteria, and procedures for the program's development, adoption, and management. The guideline development workshops have been open to all interested stakeholders, including state, federal, local, and regional agencies, tribal governments, and organizations interested in walking, biking, active transportation, safe routes to school projects, environmental, social equity, and other perspectives. The Commission anticipates adopting the guidelines and issuing the call for projects for the program's eighth cycle at its March 19-20, 2026 meeting.

Attachments:

- Attachment A: Draft 2027 Active Transportation Program Guidelines

**DRAFT**

**2027 ACTIVE TRANSPORTATION PROGRAM  
GUIDELINES**

Adopted Date  
Resolution Number



# 2027 ACTIVE TRANSPORTATION PROGRAM GUIDELINES

## TABLE OF CONTENTS

I. Introduction.....	1
1. Purpose and Goals .....	1
2. Authority .....	1
3. Program Schedule .....	2
II. Funding Overview .....	3
4. Funding and Program Cycle .....	3
5. Distribution .....	4
6. Matching Requirement.....	5
7. Leveraging Funds .....	5
8. Reimbursement .....	6
9. Funding Restrictions .....	6
III. Eligibility.....	7
10. Eligible Applicants .....	7
11. Eligible Project Types .....	9
12. Project Requirements .....	10
IV. Project Application.....	12
13. Submittal Requirements .....	12
14. Minimum Request for Funds .....	13
15. Request for State-Only Funding .....	13
V. Project Selection Process.....	14
16. Screening Criteria .....	14
17. Project Evaluation Process .....	15
18. Scoring Criteria .....	16
19. Project Selection Between Applications with the Same Score .....	20
VI. MPO Component .....	21
20. MPO Regional Guidelines.....	21
21. MPO Competitive Project Selection .....	22
VII. Programming .....	24
22. Program of Projects.....	24
23. Contingency List .....	25
24. Committed / Uncommitted Funds .....	25
25. Federal Requirements.....	26

26. Baseline Agreements.....	27
<b>VIII. Project Delivery .....</b>	<b>27</b>
27. Delivery Methods .....	27
28. Allocations.....	28
29. Tribal Governments – Contracting and Allocations.....	30
30. Letter of No Prejudice .....	32
31. Timely Use of Funds .....	32
32. Timely Use of Funds – Time Extensions.....	33
33. Amendment Requests .....	34
34. Design Standards.....	39
35. Project Cost Savings .....	40
36. Project Inactivity .....	40
37. Project Cancellation.....	41
<b>IX. Reporting.....</b>	<b>41</b>
38. Performance Metrics.....	42
39. Project Reporting .....	43
40. Audits.....	44
41. Project Signage.....	44
42. Title VI Requirements.....	44
<b><u>Appendix A: Eligible Projects .....</u></b>	<b>45</b>
<b><u>Appendix B: Guidance for Plan Projects .....</u></b>	<b>47</b>
<b><u>Appendix C: Guidance for Non-Infrastructure Projects.....</u></b>	<b>49</b>
<b><u>Appendix D: Guidance for Quick Build Projects .....</u></b>	<b>51</b>
<b><u>Appendix E: Anti-Displacement Resources.....</u></b>	<b>55</b>
<b><u>Appendix F: Active Transportation Resource Center .....</u></b>	<b>56</b>
<b><u>Appendix G: Links throughout Guidelines .....</u></b>	<b>59</b>

# I. Introduction

## 1. Purpose and Goals

Pursuant to statute, the purpose of the Active Transportation Program (ATP) is to encourage increased use of active modes of transportation, such as biking and walking. The program goals stipulated in statute are to:

- Increase the proportion of trips accomplished by biking and walking.
- Increase safety and mobility for nonmotorized users.
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to Senate Bill 375 (Chapter 728, Statutes of 2008) and Senate Bill 391 (Chapter 585, Statutes of 2009).
- Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding.
- Ensure that disadvantaged communities fully share in the benefits of the program.
- Provide a broad spectrum of projects to benefit many types of active transportation users.

In addition to the above listed goals, the ATP also considers state goals and provisions set forth in the Climate Action Plan for Transportation Infrastructure (also known as CAPTI), as applicable.

The Commission encourages applicants to apply for projects that provide a transformative benefit to a community or a region. The Commission hopes to fund one or more transformative projects that significantly expand the active transportation opportunities in a community or a region.

In alignment with the Commission's Racial Equity Statement, applicants are encouraged to create mobility opportunities for all Californians. The Commission is committed to funding projects that create accessible facilities designed to be usable by persons with or without disabilities. The Commission encourages projects that contribute to accessible mode shift and facilities that empower people to roll, walk, and bike to their destinations.

## 2. Authority

Senate Bill 99 (SB 99) (Committee on Budget and Fiscal Review, Chapter 359, Statutes of 2013) and Assembly Bill 101 (Committee on Budget, Chapter 354, Statutes of 2013) created the ATP, and Senate Bill 1 (SB 1) (Beall, Chapter 5, Statutes of 2017) directs additional funding from the Road Maintenance and Rehabilitation Account to the program.

These guidelines describe the policy, standards, criteria, and procedures for the development, adoption, and management of the ATP. The California Transportation Commission (Commission) may update these guidelines after conducting at least one public hearing. The Commission must make a reasonable effort to amend the guidelines prior to a call for projects or may extend the deadline for project submission to comply with the amended guidelines.

The guidelines were developed in consultation with the ATP Technical Advisory Committee and the ATP workgroup comprised of the Interagency Equity Advisory Committee, the California Department of Transportation (Caltrans), other government agencies, regional transportation planning agencies, metropolitan planning organizations, advocacy groups, and other stakeholders.

### 3. Program Schedule

The Commission will adopt a program of projects no later than the date designated in statute of each odd-numbered year. Alternatively, the Commission may elect to adopt a program annually. The following schedule lists the major milestones for the development and adoption of the 2027 ATP:

Milestones	Date
Draft ATP Guidelines presented to Commission	January 29-30, 2026
Draft ATP Fund Estimate presented to Commission	
ATP Fund Estimate Adoption	March 19-20, 2026
Guidelines Hearing	
Guidelines Adoption and Call for projects	
Scoring Rubrics Released	March 27, 2026
<b>Project Application Deadline</b>	<b>June 22, 2026</b>
Staff Recommendations Released (Statewide Component, Small Urban and Rural Component)	November 2, 2026
Program Adoption (Statewide Component, Small Urban and Rural Component)	December 3-4, 2026

The following deadlines only apply to the MPO Component:

<b>MPO Component Milestones</b>	<b>Date</b>
MPO Regional Guidelines Submittal Deadline (optional)	May 8, 2026
MPO Regional Guidelines Approval by Commission	June 25-26, 2026
Unprogrammed Project List Distributed to large MPOs	December 2026
MPO Draft Recommended Program of Projects and Draft Documentation Package Deadline	February 19, 2027
MPO <u>Final</u> Program of Projects Deadline	April 23, 2027
MPO Component Recommendations Released	June 2027*
MPO Component Program Adoption	June 2027*

\* Exact date will coincide with the Commission's adopted 2027 meeting calendar.

## II. Funding Overview

### 4. Funding and Program Cycle

The total amount of funding available for each cycle of the ATP is published in the Fund Estimate which is adopted by the Commission prior to the call for projects. The Fund Estimate sets out the amount available in each component for the current program cycle. ATP is funded from various federal and state funds appropriated in the annual Budget Act:

- 100 percent of the federal Transportation Alternative Program funds, except for federal Recreation Trail Program funds appropriated to the Department of Parks and Recreation.
- \$21,000,000 of federal Highway Safety Improvement Program funds or other federal funds
- State Highway Account funds.
- Road Maintenance and Rehabilitation Account (SB 1) funds.

The Commission will program four years of funding in each new cycle. The 2027 ATP will program projects in state fiscal years 2027-28, 2028-29, 2029-30, and 2030-31.

## 5. Distribution

The ATP funds will be distributed via three components: Statewide Component, Small Urban and Rural Component, and the Metropolitan Planning Organization (MPO) Component.

Each component must:

- Select projects through a competitive process.
- Distribute a minimum of 25% of the funds to projects that benefit disadvantaged communities.
- Distribute no more than 2% of the available funds to active transportation plans in disadvantaged communities.

State and federal law direct the percentage of funds that must be distributed via each component. ATP funds must be distributed as follows:

- 1) Fifty percent to the Statewide Component.
  - Projects are competitively awarded by the Commission.
  - A portion of funding distributed to the Statewide component funds the [Active Transportation Resource Center](#) which provides statewide technical assistance and support to all current and potential ATP applicants. (See [Appendix F](#))
- 2) Ten percent to the Small Urban and Rural Component
  - Projects are competitively awarded by the Commission.
  - Small urban areas are those with populations of 5,001 to 200,000.
  - Rural areas are those with populations of 5,000 or less.
  - If a project is eligible for the MPO Component, it cannot receive funding in the Small Urban and Rural component.
  - Federal law segregates the Transportation Alternative Program into separate small urban and rural competitions based on their relative share of the state population.
- 3) Forty percent to the MPO Component
  - Projects are competitively awarded by eligible metropolitan planning organizations in consultation with the Commission and Caltrans.
  - Eligible metropolitan planning organizations must be urban areas with a population greater than 200,000.
  - Funds are distributed to eligible metropolitan planning organizations based on total population. The apportionment for each metropolitan planning organization is identified in the ATP Fund Estimate.

## 6. Matching Requirement

Projects funded by the ATP do not require a match. Metropolitan planning organizations, in administering the competitive selection process for the MPO Component, may require a funding match.

## 7. Leveraging Funds

The Commission encourages nominating projects that leverage committed funding for medium and large infrastructure projects from discretionary private, federal, state, local, or regional sources. Applicants are not required to leverage funds.

Projects that leverage committed funding will score higher as specified in Section 18 (Review Criteria). Funds expended by the local agency for pre-construction phases (Project Approval and Environmental Document (PAED), Plans, Specifications, and Estimate (PSE), and Right-of-Way (RW)) will be considered for leveraging points even if the funds were expended before the application deadline.

With the exception of State Transportation Improvement Program (STIP) funds, leveraged funds will only be considered for leveraging points when not allocated by the Commission on a project specific basis.

Local Streets and Roads Program funding may be used; however, apportionments must be received from the State Controller's Office, and the project must be eligible as outlined in the Local Streets and Roads Program Guidelines.

Funds proposed for ineligible costs and activities are not considered for leveraging points. The Commission will not consider in-kind, non-infrastructure activities, staff time, or non-participating funds as eligible for leveraging.

Applications submitted by Tribal Governments (federally recognized Native American Tribes) as well as projects proposed within federally recognized Tribal Lands (typically within the boundaries of a Reservation or Rancheria) will receive full leveraging points regardless of the amount of eligible leverage funding committed to the project.

To be considered for leveraging points, applicants must ensure the following is provided in the project application:

- A complete (phase-by-phase) project funding plan through construction that includes the ATP request and the leveraged funding.
- A signed letter of commitment indicating the amounts and committed funding sources of leveraged funds. Applicants without a signed letter of commitment will not receive leveraging points.
  - The letter of commitment must be signed by the Chief Executive Officer or other officer authorized by the applicant's governing board.

- Applicants may also include other documentation to substantiate committed leveraging funds, including meeting minutes from a governing body, a budget sheet, a board or council resolution, etc.

## 8. Reimbursement

The ATP is a reimbursement program for eligible costs incurred. An agency may begin incurring eligible costs upon allocation.

Costs incurred before Commission allocation approval and, for federally funded projects, Federal Highway Administration project approval (i.e., Authorization to Proceed) are not eligible for reimbursement.

## 9. Funding Restrictions

Projects on the state highway system and projects implemented by Caltrans require a Caltrans-approved Project Report.

Projects applying for funding in pre-construction phases must also apply for funding in the construction phase. Exceptions are outlined in Section 24 of these guidelines.

The ATP will only fund:

- Project scopes that have independent utility, meaning they must have standalone benefits.
- Projects that have a complete Project Study Report (PSR) or PSR equivalent.
  - The ATP application is considered a PSR equivalent if it defines and justifies the project scope, cost, and schedule.
    - (1) If the PSR or equivalent focuses on the project phase(s) proposed for ATP funding, it must also provide at least a preliminary cost estimate for all phases.
    - (2) PSR guidelines are posted on the [STIP page](#) of the Commission's website under "Background Information."
  - Further guidance can be found in the Caltrans Project Development Procedures Manual.
  - Feasibility studies are not considered PSR equivalent documents.
- Project scopes that further the purpose and goals of the ATP.
- Projects that meet the eligibility requirements specific to at least one ATP funding source listed in Section 4.

The ATP will not fund:

- A project that proposes installing new sharrows on a roadway that has a posted speed limit greater than 30 miles per hour. (Streets and Highways Code Section 891.9)

- A project that creates a Class III bikeway, unless, pursuant to Streets and Highways Code Section 2384 (b), any of the following apply:
  1. The Class III bikeway or marking is on a highway with a design speed limit of 25 miles per hour or less.
  2. The project will implement improvements to reduce the design speed limit to 25 miles per hour or less.
  3. The project applicant demonstrates that the use of the Class III bikeway or marking is appropriate for the local community context and advances a lower stress environment or a low-stress network.
- Projects that are proposing to use ATP funds to supplant other committed funds.
- Ongoing or existing non-infrastructure projects and related operations.
- Cost increases.
  - An implementing agency must provide evidence of its ability to absorb any cost overruns and deliver the project with no additional funding from the ATP.
  - The Commission will consider funding a cost increase for Caltrans nominated, on-system projects as described in Section 33.

### III. Eligibility

#### 10. Eligible Applicants

Implementing agencies must be able to comply with all federal and state laws, regulations, policies, and procedures required to enter into a Local Administering Agency-State Master Agreement (Master Agreement) with Caltrans.

The Commission expects collaboration and cooperation between the applicant agency and Caltrans for all projects on the state highway system.

The following entities within the State of California are eligible to apply for ATP funds:

- 1) Local, regional, or state agencies. Examples include cities, counties, metropolitan planning organizations, and regional transportation planning agencies.
  - Projects nominated by Caltrans must be consistent with local and regional priorities. Caltrans is required to submit documentation showing:
    - feedback solicited in advance of applying that shows community support of the proposed project, and
    - no other fund source is available for the project, such as the State Highway Operations and Protection Program (SHOPP) funds.

- Caltrans and metropolitan planning organizations, except for metropolitan planning organizations that are also regional transportation planning agencies, are not eligible to receive the federal Transportation Alternative Program funds appropriated to ATP.
  - Caltrans and metropolitan planning organizations may partner with another eligible entity to expand funding opportunities.
- 2) Transit Agencies. Any agency responsible for public transportation that is eligible for funds from the Federal Transit Administration.
- 3) Natural resources or public land agencies. A federal, Tribal, state, or local agency responsible for natural resources or public land administration. Examples include:
  - State or local park or forest agencies.
  - State or local fish and game or wildlife agencies.
  - Department of the Interior Land Management agencies.
  - U.S. Forest Service.
- 4) Public schools or school districts.
- 5) Tribal governments – federally recognized Native American Tribes.
- 6) Private nonprofit, tax-exempt organizations that are responsible for the management of public lands. The following restrictions apply:
  - Projects must be eligible for [Recreational Trails Program](#) funds.
  - Eligible project types include recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails.
  - Projects must benefit the general public.
- 7) Any other entity with responsibility for oversight of transportation or recreational trails that the Commission deems eligible. Eligibility should be established with Commission staff before the application deadline.

### **Partnering with Implementing Agencies**

Eligible applicants that are unable to meet the application requirements, such as PSR equivalency, or can't enter into a Master Agreement with the State have the option to partner with another eligible applicant that can meet the requirements. In addition, eligible applicants that are unfamiliar with the requirements to administer a Federal-Aid Highway Program project are also encouraged to partner with an eligible agency that can implement the project.

Projects that will be implemented by an agency other than the applicant must provide documentation of the agreement between the project applicant and the implementing agency with the project application. The implementing agency must assume responsibility for the project including ongoing operations and maintenance of the

facility. The implementing agency is responsible and accountable for the use and expenditure of program funds as well as fulfilling the reporting requirements.

## 11. Eligible Project Types

The ATP funds a variety of projects including capital projects, plans, and education and encouragement programs. Eligible projects for the ATP will be consistent with Streets and Highways Code Section 2382(f). See Appendix A for example projects.

- 1) Infrastructure Projects: capital projects that will further the goals of the ATP.
  - Applicants may apply for the following project phases:
    - a. project approval and environmental document (PAED)
    - b. plans, specifications, and estimate (PSE)
    - c. right-of-way (RW)
    - d. construction (CON)
  - Applicants applying for funding in pre-construction phases must also apply for construction phase funding, with the exceptions noted in Section 13 and Section 21.
  - Applicants applying for projects on the state highway system must attach a completed State Highway System Project Impact Assessment Form to the application. This form can be obtained from the [Caltrans 2027 Active Transportation Program website](#).
- 2) Plans: development of a community-wide active transportation plan. See Appendix B for guidance.
  - Eligible plan types include bicycle, pedestrian, safe routes to school, or a comprehensive active transportation plan.
  - All plans must encompass or be predominantly located in a disadvantaged community.
- 3) Non-infrastructure (NI) Projects: education and encouragement programs that further the goals of the ATP. See Appendix C for guidance.
  - All NI projects must be new programs or components and demonstrate how the program is sustainable and will be continued after ATP funding is exhausted.
- 4) Combination infrastructure and NI project: capital projects with education or encouragement programs.
  - The NI project should be related to and enhance the infrastructure project.
  - Applicants must ensure that the application and the project programming request (PPR) clearly reflect the cost and schedule for both the capital project and the NI project.

## 12. Project Requirements

SB 99 specifies that at least 25% of funds must benefit disadvantaged communities within each of the program components. However, ATP also includes other project types that must meet certain requirements. Below is an explanation of the requirements specific to the project types listed in SB 99.

### A. Disadvantaged Communities

For a project to contribute toward the disadvantaged communities funding requirement, the project must clearly demonstrate, with verifiable information, a direct, meaningful, and assured benefit to a disadvantaged community as defined using the criteria outlined below. A project is considered beneficial if it fulfills an important need of a disadvantaged community in a way that provides significant value. The project's benefits must primarily target a disadvantaged community while avoiding substantial burdens on that community.

Metropolitan planning organizations, in administering a competitive selection process for the MPO Component, may use different criteria for determining which projects benefit disadvantaged communities if the criteria are approved by the Commission prior to a metropolitan planning organization's call for projects.

It is incumbent upon the applicant to clearly articulate how the project benefits the disadvantaged community; there is no presumption of benefit, even for projects located within a disadvantaged community. For a project to qualify as directly benefiting a disadvantaged community, the project must:

- Be located within, or be within reasonable proximity to, the disadvantaged community served by the project,
- Have a direct connection to the disadvantaged community, or
- Be an extension or a segment of a larger project that connects to or is directly adjacent to the disadvantaged community.

To qualify as a disadvantaged community, the community served by the project must meet at least one of the following criteria:

- Median Household Income: (Table ID B19013) is less than 80% of the statewide median based on the most current Census Tract (ID 140) level data from the 2018-2022 American Community Survey (<\$73,524). Communities with a population of less than 15,000 may use data at the Census Block Group (ID 150) level. Unincorporated communities may use data at the Census Place (ID 160) level. Data is available at the [United States Census Bureau Website](#).
- CalEnviroScreen: An area identified as among the most disadvantaged 25% in the state according to the CalEPA and based on the California Communities Environmental Health Screening Tool 4.0 (CalEnviroScreen 4.0) scores (score

must be greater than or equal to 40.05). The mapping tool can be found [here](#), and the list can be found under “[SB 535 List of Disadvantaged Communities](#)”.

- National School Lunch Program: At least 75% of public school students in the project area are eligible to receive free or reduced-price meals under the National School Lunch Program for the 2022-2023 school year. Data is available at the [California Department of Education website](#). Applicants using this measure must indicate how the project benefits the school students in the project area. The project must be located within two miles of the school(s) represented by this criteria.
- Healthy Places Index: The Healthy Places Index includes a composite score for each census tract in the State. The higher the score, the healthier the community conditions based on 25 community characteristics. The scores are then converted to a percentile to compare it to other tracts in the State. A census tract must be in the 25<sup>th</sup> percentile or less to qualify as a disadvantaged community. The live map and the direct data can both be found on the [California Healthy Places Index website](#).
- Native American Tribal Lands: Projects located within Federally Recognized Tribal Lands (typically within the boundaries of a Reservation or Rancheria) and projects submitted by tribal governments (Federally Recognized Native American Tribes).
- Other: If an applicant believes that the project benefits a disadvantaged community, but the project does not meet the aforementioned criteria due to a lack of accurate information, the applicant may submit another means of qualifying for consideration. Commission staff will assess and score this question for applicants using the “Other” category to qualify as a disadvantaged community. Suggested alternatives that can be submitted under this category include:
  - Census data that represents a small neighborhood or unincorporated area. The applicant must submit for consideration a quantitative assessment, such as a survey, to demonstrate that the community’s median household income is at or below 80% of the state median household income.
  - CalEnviroScreen data that represents a small neighborhood or unincorporated area. The applicant must submit for consideration an assessment to demonstrate that the community’s CalEnviroScreen score is at or above 40.05.
  - A Regional Definition such as “environmental justice communities,” “equity priority communities,” or “communities of concern.” The Regional Definition must have been developed through a robust public outreach process that includes the input of community stakeholders and must be stratified based on severity. A regional definition of disadvantaged communities must be adopted as part of a regular four-year cycle adoption of a Regional Transportation Plan (RTP) / Sustainable Communities Strategy (SCS) by a metropolitan planning organization or regional transportation planning agency per

obligations with Title VI of the Federal Civil Rights Act of 1964. A regional definition of disadvantaged communities must be used for the region's broader planning purposes rather than only to apply for ATP funding.

## **B. Safe Routes to School Projects**

For a project to qualify for a Safe Routes to School designation, the project must directly increase safety and convenience for public school students to walk and/or bike to school. Safe Routes to School infrastructure projects must be located within two miles of a public school or within the vicinity of a public-school bus stop, and the school community, including students, parents, caregivers, teachers, and staff, must be the intended beneficiaries of the project. For Safe Routes to School non-infrastructure, the program must benefit school students, parents, caregivers, teachers, and/or staff and primarily be based at the school.

## **C. Recreational Trails Projects**

Caltrans will ensure that trail projects that are primarily recreational meet the federal requirements of the [Recreational Trails Program](#), given that these projects may not be eligible for funding from other sources. However, trails that serve active transportation purposes (such as multi-use paths, Class I bikeways, etc.) do not need to meet the Recreational Trails Program requirements to be eligible for other ATP fund sources.

# **IV. Project Application**

Applications will be available on the [ATP online application portal](#), "Submittable", and must be submitted using the portal.

## **13. Submittal Requirements**

Applicants must choose one of five applications depending on the project type and size. Applications for plans cannot be combined with another project type. When choosing an application for a capital project, applicants must consider the entire project cost, not only the ATP request amount. It is incumbent on the applicant to complete the correct application.

The five application types are:

1. Large Project application: projects with a total project cost of more than \$10 million
  - 1a) Infrastructure only
  - 1b) Combination Infrastructure and Non-infrastructure
- Projects that qualify for the large application have the option to apply only for pre-construction phases.
- Caltrans and Commission staff may conduct onsite field reviews on a random selection of projects using these applications. Field reviews are not indicative of the project's likelihood to receive funding.

2. Medium Project application: projects with a total project cost of more than \$3.5 million to \$10 million.
  - 2a) Infrastructure only
  - 2b) Combination Infrastructure and Non-infrastructure
3. Small Project application: projects with a total project cost of \$3.5 million or less.
  - 3a) Infrastructure only
  - 3b) Combination Infrastructure and Non-infrastructure
4. Non-infrastructure only application
5. Plan application

The Commission requires the following:

- a) All project applications must include the signature of the Chief Executive Officer or other officer authorized by the applicant's governing board.
- b) All applications for projects within 500 feet of a freeway or roadway with a traffic volume over 125,000 annual average daily traffic (AADT) must include a description of any project design elements intended to minimize exposure to air pollution and an explanation of the circumstances that make locating project components in close proximity to heavily traveled freeways or roadways unavoidable or an explanation of why this location was chosen. This item will not be scored.
- c) All applications proposing Class III bicycle improvements must provide a description of the facility addressing why it is necessary in the local context and disclose the speed limit (or proposed speed limit) on the relevant road. This item will not be scored.

A regional transportation planning agency, a county transportation commission or a metropolitan planning organization may request that an applicant in their jurisdiction send a copy of their project application to them. Applicants should check with the requesting agency for their preference on how an application is submitted to them.

#### **14. Minimum Request for Funds**

To maximize the effectiveness of program funds and to encourage the aggregation of small projects into one larger comprehensive project, the required minimum request for ATP funds is \$250,000. This minimum does not apply to non-infrastructure projects, safe routes to school projects, recreational trail projects, and plans. Metropolitan planning organizations, in administering a competitive selection process, may use a different minimum request amount.

#### **15. Request for State-Only Funding**

Some of the funds in the ATP are federal funds. Agencies may request State-only funding at the time of application. Such a request does not guarantee a State-only funding designation.

ATP projects programmed as part of the Statewide and Small Urban and Rural Components with capital construction values of one million dollars (\$1,000,000) or more in ATP funding must be federal-aid eligible. Refer to the update to the [Federal-Aid Project Funding Guidelines](#) for more information.

Caltrans will post a project list indicating whether projects recommended for funding are funded with state-only funding or federal funding on the [Caltrans Active Transportation Program website](#) within 60 days of program adoption.

## V. Project Selection Process

All project applications will be competitively evaluated using the evaluation criteria specified in Section 18. Project applications will receive a total score out of 100 possible points.

The highest scoring applications will be programmed for funding in the Statewide Component up to the program capacity specified in the adopted fund estimate. Then, each of the remaining projects will be eligible for funding in either the Small Urban and Rural Component or the MPO Component based on project location.

The highest scoring applications not funded in the Statewide Component that are located in a small urban or rural jurisdiction (not within the boundaries of one of the participating metropolitan planning organizations) will be programmed for funding in the Small Urban and Rural Component up to the program capacity specified in the adopted fund estimate.

Projects not funded in the Statewide Component that are located within the boundaries of one of the participating metropolitan planning organizations must be considered for funding in the MPO Component. The metropolitan planning organizations will submit a recommended program of projects in accordance with Part VI and the instructions provided therein.

### 16. Screening Criteria

The Commission will screen all applications for program eligibility and use of the correct application type. Applications for projects that are deemed completely ineligible or applicants that use the incorrect application type will not be evaluated and given a score.

In addition, during the review process, applications are screened by Commission and Caltrans staff for the following:

- The project application is complete, prepared, and submitted in accordance with the 2027 ATP Guidelines and instructions provided therein.
- The project is consistent with an adopted regional transportation plan.

- The application demonstrates that all other funds for the proposed project are committed.
- The request for ATP funds is not supplanting other committed funds. A project that is already fully funded will not be considered for funding in the ATP.
- The project demonstrates that it is an eligible project type as specified in Section 11 of these guidelines.
- The projects applying for funding in pre-construction phases are also applying for funding in the construction phase. Exceptions are outlined in Sections 13 and 21 of these guidelines.
- The total request for ATP funds meets the minimum amount outlined in Section 14 of these guidelines.
- The proposed project is not required as a condition for private development approval or permits.
- The project applicant has not purposefully misrepresented information that could affect a project's score. Should this occur, all project submittals from the applicant may be removed from the current program cycle applicant pool as well as that of the subsequent cycle.

Applicants with projects that are deemed ineligible or purposefully misrepresented information will be notified as soon as a determination has been found.

## **17. Project Evaluation Process**

Eligible project applications are scored by multidisciplinary evaluation teams. Commission staff seek volunteer evaluators that represent communities from all parts of the state that have expertise in active transportation, community engagement, safe routes to school projects, and projects that benefit disadvantaged communities. Evaluators may include staff from state agencies, metropolitan planning organizations, regional transportation planning agencies, cities and counties, including those located in small urban and rural areas, and non-governmental organizations.

Priority for participation on an evaluation team will be given to those who do not represent a project applicant or will not benefit from a submitted project. Except for Caltrans, no more than two evaluators from one agency will be chosen to ensure a broad representation of evaluators. Excess volunteers will be placed on an alternate list that will be accessed if positions become available. Consultants will not be considered for participation.

Commission and Caltrans staff will collaborate with the Department of Parks and Recreation to evaluate proposed projects that will be funded with federal Recreational Trails Program funds to ensure federal requirements are met.

## A. Evaluator Team Process

Each evaluator team is comprised of two volunteers, representing northern and southern California, if possible. Evaluators must participate in an ATP evaluator training and sign a conflict-of-interest form before receiving their assigned applications. Failure to complete either one means removal from the evaluator team.

Evaluator teams are not assigned project applications located within the county (or counties) where they live and work. Each evaluator team reviews their assigned applications and must agree on a consensus score for each question. Teams must use the scoring rubric developed by Commission staff, Caltrans, and the ATP workgroup. Evaluators are required to include meaningful comments on each consensus score form. Consensus score forms without meaningful comments will be returned to the evaluator team for completion.

Concurrent to evaluator team reviews, Commission staff scores every application to provide a check score. In addition, Caltrans staff review each application to ensure PSR equivalency and scope deliverability. Commission staff use the check scores to identify errors or discrepancies with evaluator team scores. To ensure score consistency, Commission and Caltrans staff hold debrief meetings with all evaluator teams to discuss each application's score, address evaluator questions, and ensure use of the correct scoring rubric.

## B. Scoring Rubrics

Each application type has a corresponding scoring rubric that must be used by the evaluator teams to score their assigned applications. The scoring rubrics provide a consistent framework, ensuring that projects are evaluated with the same standards. The Commission anticipates publishing the scoring rubric for each application type by March 27, 2026. Applicants are encouraged to utilize the rubric when preparing their project applications.

### 18. Scoring Criteria

Project applications will be scored based on the scoring topics included in this section. The chart below references the scoring topics and points allotted to the different types of applications, as well as the maximum number of points allowed for each scoring topic by application type. If a scoring topic is left blank, it is not applicable to that application type.

Scoring Topic	Large Inf. and I + NI	Medium Inf. and I + NI	Small Inf. and I + NI	Plan	Non-Infrastructure Only
Benefit to Disadvantaged Communities	10	10	10	30	10
Need	38	40	52	20	40
Safety	20	25	25		10
Public Participation and Planning	10	10	10	25	15
Scope and Plan Layout Consistency and Cost Effectiveness	7				
Scope and Plan Layout Consistency		5	3		10
Context Sensitive and Innovation	5	5			5
Transformative Projects	5				
Evaluation and Sustainability					10
Leveraging	5	5			
Implementation and Plan Development				25	
Corps Use	(0 or -5)	(0 or -5)	(0 or -5)		(0 or -5)
Past Performance	0 to -10	0 to -10	0 to -10	0 to -10	0 to -10
Total	100	100	100	100	100

**Key:** Infrastructure Only (Inf.), Infrastructure and Non-Infrastructure combination (I + NI).

- A. Benefit to Disadvantaged Communities.** The applicant demonstrates the benefit provided to the disadvantaged community impacted by the project. The score is divided into three sections: direct benefit to the disadvantaged community, project location, and severity. This criterion also considers the applicant's anti-displacement policies and actions that are being implemented to discourage gentrification of the community. See Appendix E for anti-displacement resources.
- B. Need.** The applicant demonstrates the need for the project and the project's potential to increase active transportation modes. Applicants should consider children, older adults, students, working professionals, persons with disabilities, and mobility device users. The score considers need in the context of connectivity to key destinations including connections to transit, mobility to access everyday needs and services, and local public health concerns. The score is impacted by the applicant's ability to demonstrate the active transportation needs of students.
- C. Safety.** The application must address the project's potential for reducing active transportation users' fatalities and injuries. The score considers the identified safety hazards for active transportation users as well as the history of pedestrian and bicycle collisions and the selected countermeasures. The applicants must demonstrate that the project location is a priority, and the project will remedy the identified safety hazards.
- D. Public Participation and Planning.** The application must clearly describe the project specific outreach and engagement activities conducted. The applicant must provide evidence of the engagement conducted and describe the community feedback received throughout the public participation process.
- Projects using the large project application type will receive a higher score if the project is specifically listed in an adopted bicycle transportation plan, pursuant to Section 891.2, a pedestrian plan, a safe routes to school plan, or an overall active transportation plan.
- E. Scope and Plan Layout Consistency and Cost Effectiveness.** Specific to the Large Project application. The application must demonstrate that the proposed project is maximizing the impact of the ATP funds. The score is based on consistency between the maps, engineer's estimate, and project scope. Other elements related to on-time delivery of the project and cost effectiveness are also considered.
- F. Scope and Plan Layout Consistency.** Specific to Medium and Small Project applications and Non-Infrastructure only applications. The score is based on consistency between the maps, engineer's estimate, and project scope. Other elements related to on time delivery of the project are also considered, such as a realistic schedule and clear, complete project scope detail.

**G. Implementation and Plan Development.** Specific to the Plan application. The score is based on evidence that the plan will lead to the implementation of the identified projects and the scope for developing the plan is clear, complete, and organized. The following priorities are established for funding plans:

- 1) First priority: eligible applicants that don't have any eligible plans: bicycle plan, pedestrian plan, safe routes to school plan, or active transportation plan.
- 2) Second priority: eligible applicants that have at least one eligible plan, but not all.
- 3) Third priority: eligible applicants that wish to update an eligible plan that is more than five years old.
- 4) Lowest priority: eligible applicants that wish to update an eligible plan that is five years old or less.

**H. Context-Sensitive Bikeways/Walkways and Innovative Project Elements.**

Specific to Large and Medium Project applications. The score is based on the "recognized best" solutions appropriate in the local community context. The applicant should discuss how the project advances a lower-stress environment or a low-stress network for children, older adults, and persons with disabilities to safely walk, bike, and roll to key destinations. For infrastructure projects proposing a non-infrastructure element, the score considers how the effectiveness of the program will be measured and how the program will be sustained after completion.

**I. Transformative Projects.** Specific to the Large Project application. The score is based on the transformative nature of the project in the context of other projects in the area and local policies or laws that encourage walking and biking and other forms of mode shift. The score also considers if the project is part of a larger walking and biking network, as well as the local jurisdiction's goals and planning objectives for reducing pedestrian and bicyclist fatalities and injuries. Part of the score is also based on the potential for the project to support existing and planned housing, especially affordable housing.

**J. Evaluation and Sustainability.** Specific to the Non-Infrastructure only project application. The score is based on the applicant's plan to measure the effectiveness of the program as well as the plan to sustain the program beyond ATP funding. The score also considers whether the proposed tools and methods for evaluation are realistic and sustainable, and if the program adds lasting value to the community.

**K. Leveraging.** Specific to the Large and Medium project applications. Points are awarded based on the amount of non-ATP funds committed to the project. Applications submitted by Tribal Governments (federally recognized Native American Tribes) and projects that are on Tribal Lands will be awarded the maximum points.

- L. Corps Use.** Specific to all application types except the Plan application. Applicants must seek the California Conservation Corps or a certified local community conservation corps' participation, as defined in Section 14507.5 of the Public Resources Code. This applies to the construction of projects in accordance with Section 1524 of Public Law 112-141. Points are deducted if an applicant does not seek Corps participation or if an applicant intends not to utilize a Corps in a project in which the Corps can participate.
- a. Applicants must consult with the Corps every ATP cycle and for each application submitted. Applicants may not use Corps consultation from previous ATP cycles or from other ATP applications to satisfy this requirement.
  - b. General information and instructions for consulting with the Corps on ATP projects can be found at the [California Conservation Corps website](#) or at the [California Association of Local Conservation Corps website](#).
  - c. The California Conservation Corps can be contacted at [atp@ccc.ca.gov](mailto:atp@ccc.ca.gov).
  - d. Certified local community conservation corps can be contacted at [inquiry@atpcommunitycorps.org](mailto:inquiry@atpcommunitycorps.org).
  - e. Direct contracting with the California Conservation Corps or a certified local community conservation corps without bidding is permissible, provided that the implementing agency demonstrates cost effectiveness per 23 CFR 635.204 and obtains approval from Caltrans. A copy of the agreement between the implementing agency and the proposed conservation corps must be provided to Caltrans.
  - f. Funded projects will be required to report on the use of the California Conservation Corps or a certified local community conservation corps as noticed in the application.
- M. Past Performance.** This applies to all application types. Applicant's performance on past ATP projects. Points may be deducted for poor past performance on an ATP project. Poor past performance includes but is not limited to non-use of the Corps as committed to in a past ATP award or adverse audit findings on a past ATP project that are the fault of the applicant. The Commission will assess the need to deduct points for the failure to deliver any phases of an ATP project programmed in a prior cycle.

## 19. Project Selection Between Applications with the Same Score

If two or more project applications receive the same score and it is the funding cut-off score, the following criteria will be used to determine which project(s) will be funded in the following priority order:

- 1) Project readiness including, but not limited to, completed environmental documents.
- 2) Highest score on the highest point value question (questions with the highest point value may vary by application type).
- 3) Highest score on the second highest point value question.

## VI. MPO Component

Metropolitan planning organizations with large, urbanized areas are responsible for overseeing a competitive project selection process in accordance with these guidelines. The Fund Estimate will include the distribution of ATP funds to each eligible metropolitan planning organization.

Projects selected for funding in the MPO Component must abide by all policies and reporting requirements outlined in these ATP guidelines.

A metropolitan planning organization may choose to delegate project selection to the Commission if it uses the Commission's statewide project selection criteria, weighting, minimum funding request amount, match requirement, and definition of disadvantaged communities. A metropolitan planning organization delegating its project selection to the Commission must notify the Commission by the deadline to submit regional guidelines as noted in Section 3 (Program Schedule) and may not conduct a supplemental call for projects.

### 20. MPO Regional Guidelines

A metropolitan planning organization may choose to seek Commission approval of regional guidelines.

Metropolitan planning organization guidelines may include the following differences from the statewide competition:

- Different project selection criteria or weighting.
- A regional definition of disadvantaged communities.
- Different minimum fund request requirement.
- A match requirement.
- A supplemental call for projects.
  - The project applications received in this call must be considered along with those not selected for funding in the Statewide Component.
  - Applications not selected in the Statewide Component may submit a supplemental application to down-scope the project or provide a scalability plan for the project.
  - An application for a quick-build project must be submitted in a supplemental call for projects and meet the requirements outlined in Appendix D.

## 21. MPO Competitive Project Selection

Metropolitan planning organizations that choose to administer a competitive selection process must use a multidisciplinary advisory group to assist in evaluating project applications, like the evaluation teams described in Section 17. Metropolitan planning organizations must address how the projects recommended for funding in the MPO Component provide a broad spectrum of benefits to pedestrians, bicyclists, and students.

The Commission requires each metropolitan planning organization to submit the following documentation along with its recommended program of projects:

- 1) A cover letter addressed to the Commission providing an overview of the recommended program of projects.
- 2) Metropolitan planning organizations that conduct a supplemental call for projects must submit copies of all applications received. Supplemental applications will not be considered by the Commission for programming unless the application is received by February 19, 2027. Commission and Caltrans staff will review all applications for eligibility and deliverability.
- 3) A list of members on its multidisciplinary advisory group.
- 4) A description of the unbiased project selection methodology.
  - Metropolitan planning organizations must include at least one region specific selection methodology. It is recommended that it reflect the metropolitan planning organization's regional priorities.
  - The regional selection methodology may be added to the score an application received in the statewide competition.
- 5) The regional score for each project evaluated by the advisory group.
- 6) A program of projects on the template provided by Caltrans or Commission staff which contains the following elements:
  - a) A list of all projects recommended for funding with the following information provided for each project:
    - application ID (if submitted in the Statewide competition), implementing agency name, project title, county, total project cost, and the total ATP request amount.
    - total ATP request amount shown by fiscal year, and total for each project phase.
    - the state and federal funding split.
      - Metropolitan planning organizations may work with Commission staff to designate the fund type for their recommended projects.

- b) Project type designations such as large, medium, or small infrastructure, non-infrastructure, plan, etc.
    - Not more than 2% of funding may be programmed to Plan projects.
  - c) Identify Safe Routes to Schools projects.
  - d) Evidence that at least 25 percent of total funds benefit disadvantaged communities.
  - e) Identify projects that require a Baseline Agreement.
  - f) Comments for each project as applicable.
  - g) Identify projects requesting State-only funding.
    - All quick-build projects must be designated for State-only funding.
    - The recommendations must not exceed the total State funds specified in the adopted 2027 ATP Fund Estimate.
    - For projects not designated for State-only funds at the time of programming that later require State-only funding, the metropolitan planning organization must modify the State-only fund designations among all its programmed projects so that the State-only fund designations do not exceed the total in the adopted 2027 ATP Fund Estimate.
    - The metropolitan planning organization must inform Caltrans of any changed State-only funding designations before submitting an allocation request for any affected projects and inform the Commission which State-only-funded project(s) will be converted to federal funds.
- 7) A signed board resolution approving the program of projects.
- 8) A Project Programming Request (PPR) and the form, Part A4, for each recommended project.
- 9) An optional contingency list of projects to be amended into the program in the event a programmed project is delivered with cost savings or is deleted. This contingency list will be in effect only until the adoption of the next statewide program.

A metropolitan planning organization may choose to recommend a project with uncommitted funds if the project is at the funding cut-off in their MPO Component and the programming meets the total funding apportioned in the fund estimate. Uncommitted funding is allowed in subsequent project phases to the phase(s) receiving funding. All project phases receiving ATP funds must be fully funded. The metropolitan planning organization must provide the applicant's plan to secure the funding for the subsequent phase(s) so that the scope included in the project application will be delivered.

The following statutory requirements apply specifically to the Southern California Association of Governments (SCAG):

- SCAG must consult with county transportation commissions, the Commission, and Caltrans in the development of competitive project selection criteria.
- The criteria used by SCAG should include consideration of geographic equity, consistent with program objectives.
- SCAG must place priority on projects that are consistent with plans adopted by local and regional governments within the county where the project is located.
- SCAG must obtain concurrence from the county transportation commissions.

The Commission may require each metropolitan planning organization to participate in a meeting with Commission, Caltrans, and metropolitan planning organization staff to review submittal completeness and accuracy.

If Commission staff determines that a metropolitan planning organization's submittal is not complete or accurate, then Commission adoption of that metropolitan planning organization's program will be postponed until the submittal is deemed complete and accurate.

## VII. Programming

### 22. Program of Projects

The ATP program of projects will be developed consistent with the adopted fund estimate and all statutory requirements. The Commission will adopt a program of projects for each component of the ATP no later than June 30 of each odd-numbered year. The Commission will adopt the Statewide and Small Urban and Rural components after conducting at least one public hearing.

If the Commission recommends a program of projects that is less than the capacity identified in the fund estimate, the unprogrammed balance will carry over to the next cycle.

The program of projects for each fiscal year will include, for each project, the amount to be funded from the ATP and the estimated total cost of the project. In the case of a large project delivered in segments, the program of projects will include the total cost of the segment for which ATP funds are requested.

Project costs in the ATP will include the project approval and environmental document phase, the plans, specifications, and estimate phase, the right of way phase, the construction phase, and the construction non-infrastructure phase.

For Caltrans implemented projects, Construction Support and Right of Way Support costs will be programmed separately from the capital costs for the Construction and Right of Way phases.

A project nomination may identify an implementing agency other than the applicant. The implementing agency assumes responsibility and accountability for the use, expenditure, and reporting of program funds.

Applicants and implementing agencies must comply with all relevant federal and state laws, regulations, policies, and procedures.

Projects programmed by the Commission in ATP will not be given priority in other programs under the Commission's purview.

Every project programmed in the ATP must meet Project Study Report (PSR) equivalency requirements. Projects that do not have PSR equivalency must take corrective action before requesting allocation of funds.

All infrastructure projects programmed in the ATP, including those in the MPO Component, must submit user count data in accordance with policies included in these guidelines (IX. Reporting).

### **23. Contingency List**

The Commission may choose to maintain a contingency list of projects that will be in effect only until the adoption of the next cycle's statewide component. The Commission will amend projects from the contingency list into the program if a previously programmed project has project cost savings or is deleted from the program.

### **24. Committed / Uncommitted Funds**

The Commission will program funding to projects in whole thousands of dollars and will include a project only if it is fully funded from a combination of ATP funds and other committed and uncommitted funds, as identified below.

The Commission will regard funds as committed when they are programmed by the Commission or when the agency with discretionary authority over the funds has made its commitment to the project by ordinance or resolution. For federal formula funds, including Regional Surface Transportation Program, Congestion Mitigation and Air Quality Improvement Program, and federal formula transit funds, the commitment may be by Federal Transportation Improvement Program adoption. For federal discretionary funds, the commitment may be by federal approval of a full funding grant agreement or by grant approval.

The Commission may choose to program a project with uncommitted funds in the following two situations:

- In the MPO Component: if the project is at the funding cut-off for a metropolitan planning organization and it has programmed up to the total funding apportioned in the fund estimate.

- The applicant is using the Large Infrastructure application type and has only requested funding for pre-construction phases of the project.

Uncommitted funds may only be from the following programs: Local Partnership Program (Competitive and Formulaic), Solutions for Congested Corridors Program, Trade Corridor Enhancement Program, or a federal discretionary grant program. Projects may show uncommitted funds from a future ATP cycle for those project phases that are not requesting funding in the current ATP application. If a project with uncommitted funds is programmed, all funding commitments for a phase programmed with ATP funds must be secured before July 1 of the fiscal year in which the project phase is programmed, or the project will be removed from the program.

Applicants applying for a project with uncommitted funds must:

- Provide a plan to secure the funding commitment, explain the risk of not securing that commitment, and provide a contingency plan to secure an alternate source of funding if the commitment is not obtained.
- Provide a plan to secure funding through the construction phase to deliver a scope that is consistent with the project application.

Funds expended on phases prior to the one with uncommitted funding must be repaid if alternate funding is not secured and the project lapses.

## **25. Federal Requirements**

Unless fully programmed for state-only funding, project applicants must comply with the provisions of Titles 23 and 49 of the U.S. Code of Federal Regulations and the processes and procedures for federally funded projects contained in the Caltrans Local Assistance Procedures Manual and the Master Agreement with Caltrans. Below are examples of federal requirements that must be met when administering ATP projects.

- National Environmental Policy Act (NEPA) compliance and documentation are required for all projects. Refer to the Local Assistance Procedures Manual, Chapter 6: Environmental Procedures, for guidance and procedures on complying with NEPA and other federal environmentally related laws.
- Project applicants may not proceed with the final design of a project or request “Authorization to proceed with Right-of-Way” or “Authorization to proceed with Construction” until Caltrans has signed a Categorical Exclusion, a Finding of No Significant Impact, or a Record of Decision. Failure to follow this requirement will make the project ineligible for federal reimbursement.
- If the project requires the purchase of right of way (the acquisition of real property), the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 apply. For more information, refer to the Local Assistance Procedures Manual, Chapter 13, Right of Way.
- If the applicant requires consultation services that include but are not limited to the services of architects, landscape architects, land surveyors, or engineers, the

procedures in Chapter 10, Consultant Selection, of the Local Assistance Procedures Manual must be followed. The naming of a partner in the application does not negate this requirement.

- Contract documents are required to incorporate applicable federal requirements such as Davis Bacon wage rates, competitive bidding, Disadvantaged Business Enterprises/Equal Employment Opportunity provisions, etc. For more information, refer to the Local Assistance Procedures Manual, Chapter 9, Civil Rights and Disadvantaged Business Enterprises, and Chapter 12, Plans, Specifications, and Estimates.
- Failure to comply with federal requirements may result in the repayment of ATP funds to the State.

## **26. Baseline Agreements**

In accordance with the SB 1 Accountability and Transparency Guidelines, the Commission requires Baseline Agreements for ATP projects with a total project cost of \$25 million or greater (all funds) or ATP funding in the amount of \$10 million or greater, including large infrastructure projects that are programmed with ATP funds in pre-construction phases only. Baseline agreements should reflect project scope, project cost, project schedule, and anticipated benefits, as set forth in the project application and programmed by the Commission.

The Commission may delete a project for which no baseline agreement is executed. The Commission will not consider approval of a project allocation, except for the environmental project phase and the non-infrastructure project phase for infrastructure/non-infrastructure combination projects, without an approved baseline agreement.

Applicants must refer to the SB 1 Accountability and Transparency Guidelines for further details. The Guidelines are available on the [Commission's website](#).

# **VIII. Project Delivery**

## **27. Delivery Methods**

The Commission supports innovative delivery methods. Projects using an alternative delivery method such as design-build, progressive design-build, design sequencing procurement, or Construction Manager General Contractor (CMGC) should be identified in the application, before programming, or as soon as possible before allocation. Due to the non-traditional nature of alternative delivery methods, it is possible that projects using alternative delivery methods might not follow the same procedures as projects utilizing design bid-build delivery. Flexibility may be requested and approved consistent with programming and allocation capacity, program guidelines, and state and federal law.

For a project expected to use design-build or design-sequencing delivery method, the Commission will program the ATP funds in the Construction phase of the project. The allocation, however, may be a combined amount to include Design, Right-of-Way, and Construction.

When using the CMGC delivery method, the project will be programmed and allocated in the same manner as design-bid-build. During the environmental or design phase, CMGC contract costs are considered environmental or design phase expenditures. As the project advances in the design phase, it may be desirable to separate the project into packages for efficiencies in the Construction delivery. If this is the case, the project may be separated into distinct delivery contracts and the Commission must be notified as soon as possible. The delivery dates and the scope of work must be consistent with the approved baseline agreement.

## **28. Allocations**

When an agency is ready to implement a project or project phase, the agency will submit an allocation request to Caltrans. After receipt of the request, the typical time required to complete Caltrans review and recommendation, and Commission allocation is 60 days. Allocation request deadlines are outlined on the [Caltrans Active Transportation Program website](#).

The ATP does not fund cost increases. If there is a cost increase to the project, the implementing agency must submit an updated PPR that identifies the cost increase and the fund source that will cover the cost increase. If funding is not identified to cover the cost increase, the project component cannot be allocated. The implementing agency should work with the Commission and Caltrans to determine if the project can be delivered.

### **Allocation Review Process**

Caltrans will review the allocation and provide a recommendation to the Commission for action. The recommendation from Caltrans must include:

- Determination of project readiness
- Availability of appropriated funding
- Availability of all identified and committed supplementary funding
- Consistency with the project's Baseline Agreement, if applicable
- Consistency with the project scope in the application or approved scope amendment
- For a construction allocation recommendation, certification from Caltrans verifying that the project's plans, specifications, and estimate are complete, environmental and right-of-way clearances are secured, and all necessary permits and agreements (including railroad construction and maintenance) are executed. Caltrans considers these projects Ready to List (RTL).

- For projects receiving federal funds, verification from Caltrans that the project is in compliance with the provisions of Titles 23 and 49 of the U.S. Code of Federal Regulations and Caltrans' processes and procedures for federally funded projects.

Commission staff may request additional information as part of the Commission's review.

### Allocation Requirements

- a) In compliance with Section 21150 of the Public Resources Code, the Commission will not allocate funds to plans, specifications, and estimate; right-of-way; or construction prior to documentation of environmental clearance under the California Environmental Quality Act (CEQA).
  - Funds allocated to a non-infrastructure or plan project will be allocated as Construction Non-infrastructure (CON-NI) and must also be in compliance.
  - As a matter of policy, the Commission will not allocate funds, other than for the environmental phase, to a federally funded project prior to documentation of environmental clearance under the National Environmental Policy Act (NEPA). Exceptions to this policy may be made in instances where federal law allows for the acquisition of right-of-way prior to completion of NEPA review.
- b) The Commission, as a Responsible Agency, must approve the environmentally cleared project for future funding consideration. The submission forms for this approval are available on the [Commission website](#).
- c) The Commission will approve an allocation in whole thousands of dollars.
- d) Allocation for ATP funds must be requested individually by project phase: environmental (PAED), design (PSE), right of way (RW), construction (CON), and construction non-infrastructure (CON-NI), as applicable.
- e) Allocation requests for a project programmed in the MPO Component must include a recommendation by the metropolitan planning organization.
- f) Projects awarded to Tribal Governments will be allocated in accordance with Section 29.
- g) Projects implemented by an agency other than the applicant must include a copy of the memorandum of understanding or interagency agreement between the parties with the allocation request.
- h) Projects using design-build or design-sequencing contracting methods will be considered ready for allocation upon completion of environmental clearance.
- i) If there are insufficient program funds to approve an allocation, the Commission may delay the allocation of funds to a project until the next fiscal year without requiring an extension.

- j) If a project or project phase is ready for implementation earlier than the fiscal year in which it is programmed in the ATP, the implementing agency may request an allocation in advance of the programmed year on a first-come, first-served basis. The Commission may approve an allocation in advance of the programmed year if the allocation will not delay availability of funding for other projects.
- k) Scope change requests must be submitted to Caltrans for consideration and to the Commission for approval, prior to Construction phase allocation in the manner described in Section 33.

#### Construction phase allocations:

- A project will only be placed on the Commission’s agenda for an allocation of Construction funds if the project is ready to advertise.
- When Caltrans is the implementing agency, Right-of-Way Support and Construction Support costs must be allocated separately from Right-of-Way capital and Construction capital costs.
- The implementing agency must not award the Construction contract for a project until the Commission has approved allocation of the ATP funds for the project.
- The implementing agency should not request an allocation of construction funds unless it is prepared to award a contract related to the allocation within six months of allocation approval.
- If an agency has Commission approval to use more than one contract to deliver the programmed project scope, then it must request separate allocations for each contract.

## **29. Tribal Governments – Contracting and Allocations**

There are 109 federally recognized tribal governments (Tribes) in California. Tribes that are awarded funding have several options for contracting with Caltrans, as described below. There may be other contracting methods besides those described below, and Tribal governments are encouraged to work with Caltrans to explore their options. Commission staff must be notified of the preferred contracting option since the allocation of funds may be different for each option.

- (1) **Contracting with Tribes Directly** – The authority Caltrans uses to contract with Tribes directly comes from California Streets and Highways Code section 94. At this time, Caltrans requires Tribes to provide a limited waiver of sovereign immunity with a restricted grant agreement.

The ATP funds will be allocated to the Tribe directly in accordance with these guidelines. The Tribe is the implementing agency responsible for project delivery and completion of the ATP reporting requirements.

- (2) **Partnering with a Regional or Local Agency** – Another mechanism for contracting with Caltrans is to collaborate with a metropolitan planning organization, regional transportation planning agency, city, or county with a current Local Administering Agency-State Master Agreement (Master Agreement). This option is usually the quickest option to allow projects to get started.

The ATP funds will be allocated to the partnering agency in accordance with these guidelines. The partnering agency is the implementing agency responsible for project delivery and completion of the ATP reporting requirements.

- (3) **Transferring Funds** - Pursuant to 23 U.S.C. 202(a)(9) – Section 202(a)(9) of title 23, United States Code encourages cooperation between States and Tribes by allowing any funds received from a State, county, or local government to be credited to appropriations available for the Tribal Transportation Program.

Caltrans has successfully used the federal Section 202(a)(9) process to transfer grant funds to Tribes. In order to use this transfer process, an agreement is required with the Federal Highway Administration (FHWA) or the Bureau of Indian Affairs (BIA), the Tribe, and the State that clearly identifies the project and the roles and responsibilities of all parties. Each interagency fund transfer includes 1) a fund transfer template and 2) an addendum outlining the specific terms. This option requires involvement and approval by the Caltrans Legal Department and the funds must be used for the intended purpose of the awarded Active Transportation Program funds.

A project that will be transferred to the BIA must allocate every phase of the project in one allocation, per the BIA's request. The Tribe must submit the BIA 202(a)(9) agreement to Caltrans along with the allocation request. At the time of allocation, Caltrans must add a "BIA Transfer" notation to the vote box along with the funding programmed to each project phase. Once a project has been transferred to the BIA, the State relinquishes reporting requirements to the BIA.

When considering this contracting option, Tribes should be aware that Caltrans has encountered repeated, multi-year delays in executing interagency funds transfer agreements with the BIA. Utilizing this option may cause significant delays in starting the ATP funded project phases.

- (4) **Caltrans Tribal Agreement** - To expedite Tribal contracting, Caltrans has developed a Caltrans Tribal Agreement specific to Tribal governments. To enter into this contracting agreement, a tribal government must agree to 1) a pre-award audit, and 2) a limited waiver of the Tribe's sovereign immunity to deliver the project with the scope of the application, any approved scope amendments, and remain fiscally responsible for any damages incurred as a result of delivering the project. Tribal governments are encouraged to reach out to Caltrans Division of Local Assistance to execute this contract as soon as possible to ensure timely allocation of funds.

The ATP funds will be allocated to the Tribe directly as outlined in these guidelines. The Tribe is the implementing agency responsible for project delivery and completion of the ATP reporting requirements.

### 30. Letter of No Prejudice

The Commission will consider approval of a Letter of No Prejudice when the implementing agency is ready to begin a project phase programmed in a future fiscal year and an allocation is not possible. Approval of the Letter of No Prejudice allows the implementing agency to begin work and incur eligible expenses prior to allocation. An approved Letter of No Prejudice does not relieve the implementing agency from the program requirements outlined in these ATP Guidelines. The Letter of No Prejudice Guidelines are available on the [Commission's website](#).

### 31. Timely Use of Funds

The Commission expects certain deadlines to be met as programmed projects are implemented. If the expected deadlines are not met and a time extension is not approved prior to the expiration of a deadline, the ATP funds will lapse and will be deleted from the project phase. Lapsed funds are returned to the ATP for use in future cycles.

- **Allocation deadline.** Allocation for a programmed project phase must be requested in the fiscal year in which the phase is programmed. Funds programmed to a project expire on June 30 in the fiscal year in which the funds are programmed. An allocation request must be placed on a Commission meeting agenda no later than the June Commission meeting of the fiscal year in which the funds are programmed.
- **Contract award deadline.** The construction phase contract(s) must be awarded within six months of an approved allocation.
  - The implementing agency must not award the contract(s) for a project until the Commission has allocated the ATP funds programmed to the Construction phase and the Construction support phase.
- **Project expenditure deadline (pre-construction).** Funds allocated for project development (Project Approval and Environmental Document, Plans, Specifications, and Estimate), or Right-of-Way costs must be expended by the end of the second fiscal year following the fiscal year in which the funds were allocated. The implementing agency must invoice Caltrans for these costs no later than 180 days after the expenditure deadline.
- **Project completion deadline.** After award of the construction phase contract(s) (project completion), the implementing agency has up to 36 months to complete (accept) the contract(s). The implementing agency must invoice Caltrans for these costs no later than 180 days after the completion deadline.
  - At the time of construction phase allocation, the implementing agency may request that the Commission extend the deadline for completion of work and the liquidation of funds beyond the 36 months allowed for project completion if necessary to accommodate the proposed expenditure plan for the project.

- **10-year requirement.** Projects must commence right-of-way acquisition or construction within ten years of receiving pre-construction funding (Project Approval and Environmental Document; Plans, Specifications, and Estimate) through the ATP. Projects must commence construction within ten years of receiving right-of-way funding through ATP. Otherwise, the implementing agency must repay the ATP funds, and the repaid funds may be made available for redistribution in a future ATP cycle.

### **32. Timely Use of Funds – Time Extensions**

The Commission will consider extending the deadlines stated in Section 31, upon request of the implementing agency with the following requirements:

1. An unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred to justify the extension.
  - a. Extension requests should describe the specific unforeseen and extraordinary circumstance and identify the delay directly attributable to the circumstance.
2. No deadline may be extended more than once.
3. Each deadline extension request will be considered separately for each programmed project phase.
4. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance.
5. The extension request cannot exceed the maximum period of delay identified in this section.
6. The implementing agency must submit a time extension request to Caltrans at least 60 days prior to the Commission meeting where the extension needs to be approved.
  - a. Except for allocation of funds, all time extension requests must be received by Caltrans before the expiration dates indicated in Section 32.
  - b. An allocation time extension request must be approved by the Commission before June 30 of the fiscal year the funds are programmed.
7. Extension requests for a project in the MPO Component must include a recommendation by the metropolitan planning organization.
8. Caltrans will review and prepare a written analysis of the proposed extension request and forward the written analysis and recommendation to the Commission for action.
9. The Commission will consider a time extension request when it receives a time extension request with a recommendation from Caltrans.

10. If a time extension is not approved prior to the expiration of a deadline, the ATP funds will be deleted from the project phase and the funds will be returned to the ATP.
11. Quick-Build Projects must refer to Appendix D for information on the types of time extensions allowed.

**The following types of extensions may be requested in the ATP:**

- **Allocation extension (20 months maximum).** An allocation extension may be requested if a project phase cannot be allocated before June 30 in the fiscal year it is programmed.
- **Contract award extension (12 months maximum).** A contract award extension may be requested if the Construction contract(s) cannot be awarded within six months of the approved Construction phase allocation.
- **Project expenditure extension (12 months maximum).** A project expenditure extension may be requested if pre-construction phase expenditures (Project Approval and Environmental Document; Plans, Specifications, and Estimate; and Right-of-Way) cannot be completed by the end of the second fiscal year following the fiscal year in which the funds were allocated.
- **Project completion extension (12 months maximum).** A project completion extension for the Construction phase completion may be requested if, after allocation, the implementing agency finds that project completion will not occur within 36 months of the construction contract award.

### **33. Amendment Requests**

Implementing agencies who wish to request project amendments must obtain approval from all partner and funding entities before submitting these requests to the Commission. Implementing agencies must submit amendment requests in a timely manner and include documentation that supports the requested change and its impact on the scope, cost, schedule, public support, and benefits.

Caltrans will coordinate all amendment requests and utilize the Project Programming Request (PPR) form to help document the change. Implementing agencies must notify Caltrans in writing of proposed project amendments.

Project amendments will be considered for ATP as follows:

- **Scope Changes** – the Commission may consider changes to the scope of the project only as described in subsection A below.
- **Funding Distribution Changes** – the Commission may consider a request to move funds between phases after a project has been programmed only as described in subsection B below.
- **Project Segmenting** – the Commission may consider a request to segment a project into two or more segments only as described in subsection C below.

- Caltrans Supplementals - The ATP will not fund any cost increases to a project, except for Caltrans-implemented projects as described in subsection D below.

Schedule changes to a project will not be considered unless a time extension is approved as specified in Section 32. If there is a change in the cost estimate, the implementing agency must notify Caltrans as soon as possible. The written notification should include an updated Project Programming Request (PPR) and explain the change and the plan to cover the increase.

The standard processing time for amendment requests is a minimum of 60 days prior to the Commission meeting for which they seek action.

### **A. Scope Changes**

The Commission will consider changes to the approved scope submitted in the project application to assist agencies in implementing their ATP projects and to maximize the overall benefits of the ATP.

Scope change requests must be submitted as soon as an implementing agency has identified a need for one and must include documentation that supports the requested change. The Commission will not consider recommending the allocation of any additional project phases until the scope change request has been approved.

The implementing agency must submit and gain approval of a scope change before the allocation of construction phase funds, except when there are contract award cost savings, as described in Section 35 of these Guidelines.

Scope change requests must be submitted as follows:

- The implementing agency must notify Caltrans in writing of the proposed scope change.
- The request to Caltrans must include the following:
  - An explanation of the proposed scope change.
  - The reason for the proposed scope change.
  - The impact the proposed scope change would have on the overall cost of the project.
  - An estimate of the impact the proposed scope change would have on the potential of the project to increase walking and bicycling as compared to the benefits identified in the project application (increase or decrease in benefit).
  - An estimate of the impact the proposed scope change would have on the potential of the project to increase the safety of pedestrians and bicyclists as compared to the benefits identified in the project application (increase or decrease in benefit).

- An estimate of the impact of the proposed scope change on benefits to disadvantaged communities, if applicable (increase or decrease in benefit).
- An explanation of the methodology used to develop the estimates.
- Evidence of public support for the new scope.
- Revalidation of the environmental document(s), if needed.
- How the scope changes impact the project schedule.
- For projects in which the original ATP scope has been or will be completed through a different project or funding source, the implementing agency must submit an explanation of the overlapping scopes of the projects and/or change in funding source. If the scope change is approved, the agency must continue to report on any items that were in the original ATP scope but were or will be completed through a different project or funding source.
- Identification of any funding sources used to complete the project that were not included in the project application.
- Identification of any savings expected due to a reduced or modified scope.
- An explanation of how the scope change affects the project budget, and how increases will be funded, or savings will be utilized.
- For projects programmed in the MPO Component, evidence of the metropolitan planning organization's approval and their rationale for approval.
- Caltrans will coordinate the scope change request and document the change.
- Caltrans will review the proposed scope change and present the agency's proposal along with Caltrans' written analysis and recommendation to Commission staff for the Commission's approval.
  - Commission staff review includes analysis of whether a proposed amendment dramatically differs from the original scope elements and the intended purpose of the project as was expressed in the application.
- Commission staff will present recommended minor scope changes to the Commission as a part of the project allocation request. Minor scope changes are those that demonstrate strong public support and have little or no impact to the project benefits or increase the benefits of the project. All other scope changes will be presented to the Commission as a major scope change.
  - If Commission staff does not recommend approval of the request as a minor scope change, then Caltrans, in collaboration with the requesting agency, may resubmit the request as a major scope change.
- Caltrans will present major scope changes to the Commission as a project amendment.

- Commissioners have the discretion to approve or deny a scope change request, regardless of what is recommended by staff and Caltrans.
- For more information on quick-build project scope change requirements, see Appendix D.

## **B. Funding Distribution Changes**

Agencies may request to move fund amounts between programmed phases, including Project Approval and Environmental Document (PAED), Plans, Specs and Estimates (PSE), Right of Way (RW), and Construction (CON). Moving funds between phases will not increase the total programmed amount. The agency must show that the project remains fully funded and that the benefits of the project will remain the same or increase. All Funding Distribution Change requests must be considered by the Commission for approval.

When preparing a request for a Funding Distribution Change, agencies should consider the following:

- The request must be made prior to the state fiscal year in which the funds have been programmed.
- The funds that are part of the request cannot have been allocated.
- Funds programmed in construction cannot be moved out of construction.
- An agency may only request a Funding Distribution Change once during the life of the project. Agencies should consider waiting until after the environmental review has been completed to submit a Funding Distribution Change.

The notification to Caltrans must include:

- A revised Project Programming Request that outlines the proposed Funding Distribution Change.
- The reason for the proposed Funding Distribution Change.
- The impact the proposed change would have on the overall cost of the project. The project must remain fully funded.
- A discussion of whether the Funding Distribution Change will affect the benefit of the project as described in the project application.

## **C. Project Segmenting**

The Commission will consider project segmenting requests that aid in the overall delivery of the project. It may be necessary to scale a project into segments because of size, funding, or delivery schedule.

When preparing a request to segment a project, agencies should consider the following:

- Each project phase must remain programmed in the fiscal year in which it was originally programmed.
- An agency may only request to segment a project once during the life of a project.
- Segmenting must be approved prior to construction allocation. An allocated phase cannot be segmented.
- All segments must be fully funded.
- The implementing agency must continue to report on the project until all segments are completed.

Segmenting amendment requests must be submitted to Caltrans and include the following:

- An explanation of the proposed project segmentation.
- The reason for the proposed project segmentation.
- A map clearly showing each project segment.
- Identify the scope, funding plan, and schedule for each segment. This includes segments without ATP funding but delivering any portion of the project scope that was originally programmed.
- Discuss how each segment of the project will be delivered and an estimated timeline for completing the overall project and each segment.
- Separate PPRs for each project segment.

Caltrans will review the proposed project segmenting request and forward the proposal along with Caltrans' written analysis and recommendation to Commission staff for the Commission's consideration.

#### **D. Caltrans Supplemental Funds Request**

ATP funding may be requested to fund cost increases for projects nominated by Caltrans for on-system work. Approved requests will be funded with available savings or from the subsequent program cycle. Available ATP funding will be adjusted accordingly from the Component in which the project is programmed (Statewide, Small Urban and Rural, or MPO Components).

For projects jointly nominated by Caltrans and another local agency, the Commission expects the local agency to be responsible for cost increases, and this should be memorialized in an agreement and in the Baseline Agreement, if applicable, and adhered to by all parties involved.

For projects programmed in the MPO Component, the Commission expects collaboration and partnership between Caltrans and the metropolitan planning organization to explore every option including a scope change or securing local or federal funds before requesting additional ATP funds.

### **34. Design Standards**

The implementing agency is responsible for complying with design standards for active transportation facilities. Bicycle design standards are outlined in Streets and Highways Code Sections 890 through 892. In addition to these sections, the Caltrans manuals also provide guidance.

Streets and Highways Code Section 891 requires that all city, county, regional, and other local agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted utilize the minimum safety design criteria pursuant to Streets and Highways Code Section 890.6. An agency may utilize other minimum safety design criteria if specific conditions are met, as described in Streets and Highways Code Section 891(b).

Streets and Highways Code Section 891.9 requires that an agency cannot install a new sharrow on a highway that has a posted speed limit greater than 30 miles per hour, except at or near an intersection for the purpose of connecting a Class I, Class II, or Class IV bikeway through the intersection. For purposes of Section 891.9, “sharrow” means the marking in Figure 9C-9 of the 2014 California Manual on Uniform Traffic Control Devices, Revision 8.

The Caltrans Local Assistance Procedures Manual, Chapter 11, Design Guidance, describes statewide design standards, specifications, procedures, guides, and references that are acceptable in the geometric, drainage, and structural design of Local Assistance projects. Additionally, Caltrans Highway Design Manual, Chapter 1000, Bicycle Transportation Design, provides design guidance for bicycle transportation facilities.

For capital projects off the state highway system, the implementing agency will be responsible for the ongoing operations and maintenance of the facility. If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.

All facilities constructed using ATP funds cannot revert to non-active transportation use for a minimum of 20 years or its actual useful life as documented in the project application, whichever is less, without the approval of the Commission. The exception to this is ATP-funded quick-build projects.

### **35. Project Cost Savings**

Cost savings at contract award may be used to expand the project scope only if the expanded scope provides additional quantifiable active transportation benefits. The expanded scope will be considered a scope change amendment and must be reviewed and approved by the Commission prior to contract award (refer to Section 33, Scope Changes). All other contract award savings will be returned proportionally to the ATP at project completion.

Cost savings at project completion must be returned proportionally except when an agency has, after the project is programmed, committed additional funds to the project to fund a cost increase. In such instances, savings at project completion may be returned to other fund types first, until the proportions match those at programming.

When used in reference to project cost savings the word “proportionally” means that savings will be returned to each funding source based on the percentage contributed from the respective source.

Project savings, including savings from projects programmed in the MPO Component, will return proportionally to the ATP and will be made available for programming in subsequent cycles.

#### **Allocation Adjustments**

Allocated funds may be shifted between programmed project phases to accommodate cost changes within the following limits:

Any amount allocated to the PAED phase may also be expended for the PSE phase. In addition, the implementing agency may expend an amount allocated to PAED, PSE, RW, or construction (infrastructure and non-infrastructure) for another allocated project phase, provided that the total expenditure shifted to a phase in this way is not more than 20 percent of the amount actually allocated for either phase. This means that the amount transferred by the implementing agency from one phase to another may be no more than 20 percent of whichever of the phases has received the smaller allocation from the Commission.

Shifting funds between phases will not impact the amount of ATP funding programmed to the project. The implementing agency must coordinate with Caltrans and receive approval from all partners that nominated the project (including the metropolitan planning organization) before submitting allocation adjustment requests to Caltrans.

### **36. Project Inactivity**

Once funds for a project are encumbered, project applicants are expected to invoice on a regular basis (for federal funds, see 23 CFR 630.106 and the Caltrans’ Inactive Obligation Policy). Failure to do so will result in the project being deemed “inactive” and subject to de-obligation if proper justification is not provided.

### **37. Project Cancellation**

If an implementing agency elects to cancel a project, the agency must stop accruing expenditures, cease invoicing, and relinquish any remaining funds to the program. The implementing agency must submit a letter to Caltrans to request cancellation. The letter must be addressed to the Commission's Executive Director and signed by the agency's Chief Executive Officer, Public Works Director, or other officer authorized by its governing body.

At a minimum, the letter must include the following information:

- Reason for project cancellation
- Efforts made to avoid cancellation
- Lessons learned from challenges faced

The appropriate regional transportation planning agency or metropolitan planning organization should be copied on the letter.

Caltrans will submit the request to the Commission with a written recommendation. Commission staff may schedule a follow-up meeting with all parties involved to discuss the reasons for cancellation.

Project cancellations in the PAED, PSE, and RW phases require repayment of the reimbursed ATP funds if the investment does not result in a physical improvement within ten years. Project cancellations directly related to compliance with another federal and/or state law, such as NEPA and CEQA, do not require repayment. If an implementing agency determines that repayment is not required on a project canceled in the PAED, PSE, or RW phase, the implementing agency must submit a written request to Caltrans. Caltrans will review the request, obtain FHWA concurrence for federally funded projects, and forward the request and a written recommendation for the Commission's consideration.

Funds repaid or recovered from canceled projects will be returned to the ATP for redistribution in a future program cycle.

## **IX. Reporting**

The Active Transportation Program will be evaluated for its effectiveness in increasing the use of active modes of transportation in California.

The Commission will include in its annual report to the Legislature a discussion on the effectiveness of the program in terms of planned and achieved improvement in mobility and safety and will include a summary of its activities relative to the administration of ATP.

Successful applicants, including those selected in the MPO Component, are required to submit project reports and performance metrics for each of their programmed projects, as noted in the sections below. Consequences for noncompliance are outlined below:

## **Consequences**

Caltrans will provide a written warning to an implementing agency that is currently not in compliance with the reporting requirements outlined in these guidelines. Caltrans will also establish a corrective action plan with the agency to ensure timely collection of user counts.

Consequences for noncompliance include:

- A written warning
- Placement on a watch list presented to the Commission
- A required appearance before the Commission

Agencies that never provide performance metric data for an awarded project may have further consequences:

- Ineligibility for future allocations and programming actions
- Reduced reimbursements.

## **38. Performance Metrics**

Successful applicants, including those selected in the MPO Component, are required to submit performance metrics for each of their programmed projects, as noted below.

Agencies that do not provide the required performance metrics data by the requested deadline may face disciplinary consequences.

### **A. Policy on User Counts**

The Commission's Policy on User Counts was adopted to ensure that implementing agencies collect user counts in accordance with these Guidelines and the [Count Methodology Guide \(Count Guide\)](#). User counts help to inform the ATP's progress toward achieving its statutory goal of increasing walking and biking.

Implementing agencies must comply with the Count Guide which provides standard expectations for estimating user data for each type of ATP project. In addition, the Count Guide seeks to follow national best practices and accommodate existing regional pedestrian and bicycle count methodologies across California.

The Count Guide was developed by Caltrans in collaboration with the ATP Technical Advisory Committee. Caltrans will update the Count Guide if needed. In addition, Caltrans will issue a reminder to agencies to submit user counts by the deadline provided by Caltrans.

## Submittal Requirements

Every project with programmed construction funds, including non-infrastructure and combination projects, are required to submit before and after user counts and report them in accordance with the Count Guide. Agencies that receive ATP funds to create a plan are not required to conduct counts.

User counts must be submitted three times, once before the start of construction, a second time at construction completion, and a third time five years after construction completion, in accordance with the Count Guide.

### B. Other Performance Metrics

Successful applicants must submit performance metric data to Commission and Caltrans staff upon request.

The Commission will use the [California Active Transportation Benefit-Cost Tool](#) to provide a program-level summary of expected benefits for the 2027 Active Transportation Program. The tool was developed by the Commission, Caltrans, and the UC Davis BicyclingPlus Research Collaborative to estimate active transportation benefits. The tool estimates safety benefits, mode shift, reductions in vehicle miles traveled, and total reductions in greenhouse gas emissions.

## 39. Project Reporting

The purpose of all required reports is to ensure that the project is executed on time and within budget, and that it delivers the scope and benefits identified in the project application. The ATP adheres to the accountability and reporting requirements set forth in the SB1 Accountability and Transparency Guidelines which apply to all projects programmed in the ATP.

All implementing agencies must submit regular progress reports, a completion report, and a final delivery report to Caltrans. Implementing agencies should refer to the [Local Assistance website](#) for details. Implementing agencies must submit photographs of the completed project as part of the Completion Report. Photos showing people using the completed facility are best. If there are recognizable faces in the photos, the agency must include a photo release waiver with the report. Photographs of the completed project should be at least 300 dots per inch (DPI). Implementing agencies will also be encouraged to submit photographs of the project with progress reports when significant project milestones are achieved.

Projects transferred to the Bureau of Indian Affairs or another federal agency must comply with the reporting requirements set forth by the Bureau of Indian Affairs or the other federal agency. Projects transferred to the Bureau of Indian Affairs are not required to report to Caltrans. The implementing agency is encouraged to notify Caltrans when the project is completed.

Caltrans will track the delivery of ATP projects and submit to the Commission the required reports showing the delivery of each project phase.

#### **40. Audits**

The audit requirements are outlined in the [Commission's Accountability and Transparency Guidelines](#) and will be required for all projects programmed in the ATP.

#### **41. Project Signage**

For all projects receiving SB 1 funds, an implementing agency must include signage stating that the project was made possible by SB 1 - The Road Repair and Accountability Act of 2017 (or Rebuilding California Funds). All projects receiving Federal Trust funds (Infrastructure Investment and Jobs Act funding) must use the Investing in America logo in alignment with the [Investing in America Signage Guidelines](#). In addition, the signage should include the Commission's official logo which can be requested from the [Clerk of the Commission](#).

The signage should comply with applicable federal and state laws, and Caltrans' manual and guidelines, including but not limited to the provisions of the [California Manual on Uniform Traffic Control Devices](#). Reference the [Construction Project Funding Identification Sign webpage](#) for additional details and requirements about project construction signage.

#### **42. Title VI Requirements**

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. ("Title VI") prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives federal funds or other federal financial assistance.

All projects programmed for Active Transportation Program funds shall comply with Title VI requirements, as follows:

- The implementing agency assumes responsibility and accountability for the use and expenditure of program funds. Applicants and implementing agencies must comply with all relevant federal and state laws, regulations, policies, and procedures.
- The implementing agency will ensure that no person or group(s) of persons shall, on the grounds of race, color, national origin, sex, age, disability, limited English proficiency, or income status, be excluded, or otherwise subject to discrimination, related to projects programmed and allocated by the Commission, regardless of whether the programs and activities are federally funded. The implementing agency will comply with all federal and state statutes and implementing regulations relating to nondiscrimination.
- A current list of Title VI nondiscrimination and related authorities is available on the Commission's website.

## **Appendix A: Eligible Projects**

This is a list of projects considered generally eligible for ATP funding. It is not intended to be comprehensive; other types of projects that are not on this list may also be eligible if they further the goals of the program. Individual components or elements of an otherwise eligible project may not be eligible.

### **Infrastructure Projects:**

- Development of new bikeways and walkways that improve mobility, access, or safety for non-motorized users.
- Improvements to existing bikeways and walkways that improve mobility, access, or safety for non-motorized users.
  - Elimination of hazardous conditions on existing bikeways and walkways.
  - Preventative maintenance of bikeways and walkways with the primary goal of improving the active transportation operations/usability, extending the service life of the facility.
- Installation of traffic control devices to improve the safety of pedestrians and bicyclists.
- Safe Routes to School projects that improve the safety of children walking and bicycling to school, in accordance with Section 1404 of Public Law 109-59.
- Safe routes to transit projects, which will encourage transit by improving biking and walking routes to mass transportation facilities and school bus stops.
- Safe routes for seniors projects that increase walking and biking among older adults and create routes that connect to activities that improve quality of life.
- Secure bicycle parking at employment centers, park and ride lots, rail and transit stations, and ferry docks and landings for the benefit of the public.
- Bicycle-carrying facilities on public transit, including rail and ferries.
- Establishment or expansion of a bike share program.
- Recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails.
- Bicycle highways that provide fast, direct connections between major destinations, aimed primarily at commuters.
- Complete low-stress bicycle networks that connect key community destinations through low-speed, low-traffic streets, separated paths, and protected bikeways.

### **Plan Projects:**

- Development of a community-wide bike, pedestrian, safe routes to schools, or active transportation plan in a disadvantaged community.

## Non-Infrastructure Projects:

- Education and encouragement programs to increase bicycling, walking, or other non-motorized rolling. Program activities could include any of the following: development and implementation encouragement days, such as bike-to-work, bike-to-school, walk-to-work, and walk-to-school days.
- Conducting pedestrian and bicycle safety education programs, such as bike rodeos, mock cities, classroom or physical education curriculum about walking and biking, school or community-wide bicycle clinics, etc.
- Development of community walking and biking maps, including school route/travel plans.
- Development and implementation of walking school bus or bike train programs.
- Demonstration projects or events directly linked to the promotion of a new infrastructure project or designed to promote walking and biking on a daily basis.
- Building community partnerships that emphasize activities directly related to improving pedestrian and bicyclist safety.
- School crossing guard training.
- Conducting NI program evaluation (such as administering surveys, evaluating knowledge or improved skills, or tracking participation)
- Conducting walkability and bikeability audits.

## **Appendix B: Guidance for Plan Projects**

### **Active Transportation Plan for Disadvantaged Communities Guidance for Plan Application Type**

A city, county, county transportation commission, regional transportation planning agency, metropolitan planning organization, school district, or transit district may prepare an active transportation plan (bicycle, pedestrian, safe-routes-to-school, or comprehensive). An active transportation plan prepared by a city or county may be integrated into the circulation element of its general plan or a separate plan that is compliant or will be brought into compliance with the Complete Streets Act, Assembly Bill 1358 (Chapter 657, Statutes of 2008).

An active transportation plan must include, but not be limited to, the following components or explain why the component is not applicable:

- 1) **Mode Share:** The estimated number of existing bicycle trips and pedestrian trips in the plan area, both in absolute numbers and as a percentage of all trips, and the estimated increase in the number of bicycle trips and pedestrian trips resulting from the implementation of the plan.
- 2) **Description of Land Use/Destinations:** A map and description of existing and proposed land use and settlement patterns which must include, but not be limited to, locations of residential neighborhoods, schools, shopping centers, public buildings, major employment centers, major transit hubs, and other destinations. Major transit hubs must include, but are not limited to, rail and transit terminals and ferry docks and landings.
- 3) **Pedestrian Facilities:** A map and description of existing and proposed pedestrian facilities, including those at major transit hubs and those that serve public and private schools.
- 4) **Bicycle Facilities:** A map and description of existing and proposed bicycle transportation facilities, including those at major transit hubs and those that serve public and private schools.
- 5) **Bicycle Parking:** A map and description of existing and proposed end-of-trip bicycle parking facilities. Include a description of existing and proposed policies related to bicycle parking in public locations, private parking garages and parking lots, and in new commercial and residential developments. Also, include a map and description of existing and proposed bicycle transport and parking facilities for connections with and use of other transportation modes. These must include, but not be limited to, bicycle parking facilities at transit stops, rail and transit terminals, ferry docks and landings, park and ride lots, and provisions for transporting bicyclists and bicycles on transit or rail vehicles or ferry vessels.
- 6) **Wayfinding:** A description of existing and proposed signage providing wayfinding along bicycle and pedestrian networks to designated destinations.

- 7) Non-Infrastructure: A description of existing and proposed bicycle and pedestrian education and encouragement programs conducted in the area included within the plan.
- 8) Collision Analysis: The number and location of collisions, serious injuries, and fatalities suffered by bicyclists and pedestrians in the plan area, both in absolute numbers and as a percentage of all collisions and injuries, and a goal for collision, serious injury, and fatality reduction after implementation of the plan.
- 9) Equity Analysis: Identify census tracts that are considered disadvantaged or low-income and identify bicycle and pedestrian needs of those disadvantaged or low-income residents, including lack of connectivity to key destinations, mobility challenges, public health concerns, and safety issues.
- 10) Community Engagement: A description of the extent of community involvement in the development of the plan, including disadvantaged and underserved communities.
- 11) Coordination: A description of how the active transportation plan has been coordinated with neighboring jurisdictions, including school districts within the plan area, and is consistent with other local or regional transportation, air quality, housing, or energy conservation plans, including, but not limited to, general plans and a Sustainable Community Strategy in a Regional Transportation Plan, and local or regional housing plans or process improvements that are adopted or in development.
- 12) Prioritization: A description of the projects and programs proposed in the plan and a listing of their priorities for implementation, including the methodology for project prioritization and a proposed timeline for implementation.
- 13) Funding: A description of future financial needs for projects and programs that improve safety and convenience for bicyclists and pedestrians in the plan area. Include anticipated cost, revenue sources, and potential funding for bicycle and pedestrian uses.
- 14) Implementation: A description of steps necessary to implement the plan and the reporting process that will be used to keep the adopting agency and community informed of the progress being made in implementing the plan.
- 15) Maintenance: A description of the policies and procedures for maintaining existing and proposed bicycle and pedestrian facilities, including, but not limited to, the maintenance of smooth pavement, ADA level surfaces, freedom from encroaching vegetation, maintenance of traffic control devices including striping and other pavement markings, and lighting.
- 16) Resolution: A resolution showing the adoption of the plan by the city, county, or district. If the active transportation plan was prepared by a county transportation commission, regional transportation planning agency, metropolitan planning organization, school district, or transit district, the plan should indicate the support via resolution of the city(s) or county(s) in which the proposed facilities would be located.

## **Appendix C: Guidance for Non-Infrastructure Projects**

An eligible applicant can apply for a non-infrastructure (NI) project either as a stand-alone project, or in combination with an infrastructure project. Eligible NI projects are programs that provide education and encouragement activities that further the ATP's goals. NI projects can benefit school students, older adults, or entire communities.

To be eligible for the ATP, a NI project must:

- Be a start-up program or a new component of an existing program.
  - A project is a start-up when no program currently exists.
  - NI projects proposing to add components to an existing program must demonstrate how the original program is continuing without ATP funding.
- Demonstrate how the proposed program is sustainable and will be continued after ATP funding is exhausted.

Applicants applying for a NI project are required to complete [Exhibit 25-R: "ATP Non-Infrastructure Work Plan"](#), to document the tasks and expenditures of the proposed project.

Applicants must use the [Active Transportation Program: Non-Infrastructure Program Expenditure and Cost Guidance](#) (NI Guidance) to develop the scope for a NI project.

### **NI Guidance: A Brief Overview**

The [NI Guidance](#) was developed to assist agencies in identifying eligible and ineligible NI activities and expenditures when applying to the ATP. In addition to referencing the NI Guidance to apply for a project, the NI Guidance must be used for awarded NI projects to ensure compliance as the program is being implemented. All NI projects are expected to follow the most recently published NI Guidance. The NI Guidance can be found on the [Caltrans ATP General and Technical Information](#) website. (View under the Non-Infrastructure Information heading).

The following information can be referenced in the NI Guidance:

- A. "Section I: Guidance Overview" focuses on procedures for NI projects, including sustainability expectations since all NI projects must demonstrate continuity. The overview also includes information on consultants and the bid procedures for selecting, educating, and training consultants, as well as information on the pre-approval and item-eligibility request process.
- B. "Section II: Detailed Guidance" on Items and Costs includes the parameters for eligible non-infrastructure expenses. This section correlates to the Exhibit 25-R, "ATP Non-Infrastructure Work Plan".
- C. "Section III: Ineligible Expenses" describes items that cannot be purchased with ATP funds. Select examples of ineligible items include electronic office equipment, cameras, salaries and stipends for volunteers, among others.

D. “Appendices” provide supplemental guidance on recommended procedures, best practices, and references resources for specific components of NI projects, should these components be included in the project.

- Appendix A: Media Campaign Guidance
- Appendix B: Open Streets and Demonstration Project References
- Appendix C: Helmet Distribution Criteria
- Appendix D: Program Sustainability

### **Scope Change Requests for NI Projects**

If the implementing agency needs to update the scope of the NI project, a scope change request must be submitted in accordance with the [scope modification process for NI projects](#). The instructions can be found on the [Caltrans ATP General and Technical Information](#) website. (View under the Scope Change and Funding Distribution Change heading).

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## **Appendix D: Guidance for Quick Build Projects**

### **Quick-Build Projects in the MPO Component**

The 2027 ATP will include a Quick-Build Project Pilot Program in the MPO Component. Quick-Build Projects must be submitted directly to the metropolitan planning organization as part of their supplemental call for projects. Quick-Build projects will not be considered in the statewide competition.

#### **What are Quick-Build Projects?**

Quick-build projects are interim capital improvement projects that further the goals of the ATP. These projects require minor construction activities and are typically built with durable, low-to-moderate-cost materials. They are typically designed to last from one year to five years but could last longer if the materials are maintained and the project continues to be supported by the community. These projects have moderate design flexibility to anticipate adjustments that may occur based on community feedback.

The purpose of a quick-build project is to immediately implement safety needs, allowing a community to benefit quickly from improvements made, and/or allow the people affected by the project to provide input and test the project improvements before they are permanently constructed.

Quick-build projects are distinguished from temporary demonstration projects by the types of materials used and the intended duration of the project. In addition, quick-build projects have a data collection and study period that lasts from the beginning of the project through completion. A testing period of at least six months is required. Unlike traditional capital projects, quick-build projects can be adjusted; they can be changed based on community input and further technical analysis over time. If the quick-build project is successful, it will later be made permanent. If it is not successful, it can be easily deconstructed. Quick-build projects are intended to remain in place until capital upgrades are possible. For an overview of the differences between demonstration, quick-build and traditional capital projects, refer to the [Quick-Build Supplemental Guidance](#) on the Caltrans Active Transportation Program website.

Quick-build projects considered for funding in the ATP must be supported by the jurisdiction in which they are located. Government leadership and involvement is required.

#### **Project Materials**

Quick-build projects should be constructed with durable, low-to-moderate cost materials. These materials are generally semi-permanent, meaning they are adhered to the ground, but are still moderately flexible so they can be adjusted based on community feedback. In general, quick-build materials do not require excavation to install. For a list of example quick-build materials, refer to the Quick-Build Supplemental Guidance, which is available on the [Caltrans Active Transportation Program website](#).

## Community Engagement and Data Collection

Ongoing community engagement and data collection are critical components of evaluating the success of a quick-build project. All quick-build projects considered for funding in the ATP are expected to collect data to inform the approach for the project. Applicants should plan to collect data before and after the quick-build project is installed, and to adjust the project based on community feedback. Data collection should last through the duration of the project, (pre-construction through completion) and the project must include a community testing period of at least six months. During the testing period, the implementer must conduct ongoing community engagement to obtain feedback on the project and inform project changes.

Methods implementers could consider when conducting ongoing community engagement include:

- Brief intercept surveys in the project area
- Project workshops or hearings
- Brief questionnaires for project users
- Social media campaigns that encourage public feedback

Examples of metrics that can be evaluated include:

- Vehicle speeds and volumes
- Adherence to traffic laws
- Average travel time and delay for all road users
- Mode shift
- User perceptions of the level of traffic stress and safety
- User perceptions of driver behavior
- Number of collisions and injuries before and after the quick-build project

More information on community engagement can be found in the [Quick-Build Supplemental Guidance](#).

## Project Delivery Methods

Quick-build projects involve an iterative community engagement and project design process and may be better delivered through the design-build method instead of the traditional design-bid-build method. Applicants must indicate that they intend to use the design-build delivery method in their application. If the project is expected to be delivered using the design-build method, the applicant may include the cost of design in the construction phase.

## Funding Overview

ATP funding is available for the construction phase only. As noted above, if the project is expected to be delivered using the design-build method, the applicant may include the cost of design in the construction phase. Applicants must specify the delivery method that they wish to use in the application. The project must have environmental clearance or categorical exemption at the time of programming. A project that is in a plan that cleared CEQA and NEPA, where applicable, qualifies.

## Reporting Requirements

Quick-build projects must adhere to reporting requirements set forth in the ATP guidelines. Quick-build projects are not required to submit reports in CalSMART; however, quarterly reports are required, and more frequent reports and updates may be required if requested.

Quarterly reports must include:

- A summary of engagement activities conducted and data collected during the reporting period. The agency must include documentation of these activities, such as photographs, questionnaire responses, or sign-in sheets.
- Documentation of any layout changes, including layout plans and photographs.

Implementing agencies must submit a Completion Report after the project testing and data collection period is complete. The report must include:

- A summary of engagement activities and how public engagement shaped any changes to the project. The agency must include documentation of these activities, such as photographs, questionnaire responses, or sign-in sheets.
- Documentation of any layout changes, including layout plans and photographs.
- A narrative on project outcomes and lessons learned.

If there are recognizable faces in the photos, the agency must include a photo release waiver with the report. Instructions on what to report on, where and when to submit reports will be provided to successful quick-build project applicants.

All reports must be submitted to Commission staff and Caltrans.

## Time Extensions

The Commission will only consider quick-build project time extensions in unforeseen and extraordinary circumstances beyond the control of the implementing agency. The agency must justify the extension request. Implementing agencies may request to extend the delivery deadline for project allocation, contract award, and project completion as described in Section 31 of these Guidelines. However, time extension requests for Quick Build projects are limited to three (3) months per delivery deadline.

## Scope Changes

Quick-build projects are expected to be flexible and to change based on community testing and feedback. Implementing agencies must submit new project layouts during each reporting period to reflect adjustments made based on community feedback. Quick-build projects that propose to make substantial changes that differ significantly from the anticipated project scope must follow the Project Amendment process outlined in Section 33 of these guidelines. Substantial changes include but are not limited to a change in project location or the removal of the project. Implementing agencies should inform Caltrans of any potentially significant changes.

## Application Requirements

To be considered for the 2027 ATP MPO Component Quick-Build Pilot Program, applicants must adhere to submittal requirements outlined in the metropolitan planning organization's Regional ATP Guidelines.

## Quick-Build Project Examples

Quick-build projects could include elements such as:

- Protected intersections using painted curb extensions, temporary refuges, and pavement markings.
- Planter, parking, or delineator protected bike lanes.
- Temporary transit platforms.
- Interim shared space and slow streets using barricades.

## Resources

- Active Transportation Resource Center: [2021 Active Transportation Symposium Panel Discussion on Quick-Build Projects](#)
- Barr Foundation: [Quick and Creative Street Projects](#)
- California Bicycle Coalition and Alta Planning + Design: [Quick-Build Guide - How to Build Safer Streets Quickly and Affordably](#)
- Caltrans: [Active Transportation Program Quick-Build Supplemental Guidance](#)
- City of Burlington Public Works: [Quick Build Design + Material Standards](#)
- Tactical Urbanist's Guides: [Tactical Urbanism Materials and Design Guide](#)
- Transportation Research Board: [TRB Webinar – Pop-Up Power, Research and Practice on Quick-Build Bike Facilities](#)
- San Francisco Municipal Transportation Agency: [2022 Safe Streets Evaluation Summary](#)
- People for Bikes: [Quick Build for Better Streets](#)

## Appendix E: Anti-Displacement Resources

### Definitions

- **Anti-displacement** – refers to various strategies, programs, and laws that intend to counteract the displacement pressures felt by individuals. Some examples include, but are not limited to, rent assistance, subsidized housing, tenant protections, legal assistance to at-risk renters, rent stabilization, foreclosure prevention programs, and eviction prevention programs.
- **Displacement** – refers to a situation in which households or businesses are involuntarily forced to relocate. Direct displacement may occur due to economic (foreclosure, rent increases, eviction, etc.) or physical reasons (environmental catastrophe, demolition of existing housing, etc.). Indirect or “exclusionary” displacement prevents people or businesses from moving into a neighborhood (i.e., excluded) because of high rents or other conditions they are unable to control or prevent, such as policies that prohibit overnight parking, which may affect unhoused individuals who sleep in their vehicle. Displacement effects can include homelessness, loss of community, loss of access to jobs and services, and loss of economic opportunity, and disproportionately affects historically marginalized groups

### Resources

- [California Department of Housing and Community Development Final 2020 Analysis of Impediments to Fair Housing Choice](#) – Report detailing impediments to fair housing and recommendations for anti-displacement strategies.
- [California Air Resources Board White Paper on Anti-Displacement Strategy Effectiveness](#) – Report on various strategies that can be used to mitigate displacement with an assessment of their effectiveness.
- [Urban Displacement Project](#) – Comprehensive website with reports, data mapping, and resources for California local, regional, and state entities.
- [Framework for Evaluating Anti-Displacement Policies](#) – Criteria that can be utilized to better understand the ways that policy tools can be used to address the needs of vulnerable groups impacted by displacement.
- [Greening Without Gentrification](#) – Ongoing University of California, Los Angeles study that identifies and classifies parks-related anti-displacement strategies.
- [Transit-Oriented Development Without Displacement: Strategies to Help Pacoima Businesses Thrive](#) – Research study focused on commercial anti-displacement strategies that can support a predominantly immigrant-owned small business community.

## **Appendix F: Active Transportation Resource Center**

### **Programming, Allocation, and Management**

The Active Transportation Resource Center (ATRC) provides technical assistance, training, guidance, and tools to ATP applicants, implementers, and active transportation stakeholders statewide. The ATRC is administered by the California Department of Transportation (Caltrans) in collaboration with the California Transportation Commission (Commission), the California Department of Public Health, and other partners. The purpose of Appendix F is to set expectations for the programming, allocation, and management of ATRC funds allocated in fiscal year 2025-26 or after. Funds allocated to Caltrans for the Active Transportation Resource Center prior to fiscal year 2025-26 are subject to the timely use of funds and project delivery policies outlined in Article IX of these guidelines.

#### **Programming**

Caltrans may request funding be programmed for the ATRC from the Statewide Component of each ATP cycle. The request must be submitted to Commission staff by the Statewide and Small Urban and Rural application deadline.

The request for funding shall include a work plan that, at a minimum, must include:

- The amount of funding requested per fiscal year.
- The purpose for the funding requested, including all activities and contracts proposed under the work plan. Each activity and/or contract must include:
  - A detailed scope of work
  - A detailed budget that includes the total estimated cost, who will be providing the service or the activity, and an estimated schedule
  - A summary of expected benefits
  - A list of projected outputs

In addition to the work plan, the request shall include information on prior ATP funds programmed and allocated. The information shall include:

- Amount allocated by cycle and date
- A summary of all existing contracts and activities that were funded by prior allocations.
- A summary of the total commitments made and what remains uncommitted.
- Total expenditures to date.
- Delivery dates and anticipated completion dates
- Summary of benefits and outcomes achieved or anticipated ones

Commission staff will review the work plan and provide a programming recommendation to the Commission as part of the Statewide Component.

### **Annual Report**

Beginning in fiscal year 2025-26, Caltrans must present an annual report on Active Transportation Resource Center activities to the Commission each fiscal year by June 30.

At a minimum, the report must include:

- A summary of all funds programmed, allocated, and expended to date.
- A summary of funds programmed, allocated, and expended during the fiscal year.
- A summary of milestones, outputs, and benefits from activities conducted during the fiscal year.

### **Annual Allocation Request**

Caltrans may request an annual allocation each fiscal year by June 30 of the preceding fiscal year. The request must include an annual work plan of how the funds will be utilized.

At a minimum, the work plan must include:

- The requested annual allocation amount.
- The purpose for the funding requested, including all activities and contracts proposed under the work plan. Each activity and/or contract must include:
  - A detailed scope of work
  - A detailed budget that includes the total estimated cost, who will be providing the service or the activity, and an estimated schedule
  - A summary of expected benefits
  - A list of projected outputs

### **Timely Use of Funds**

Funds allocated to Caltrans for the Active Transportation Resource Center prior to fiscal year 2025-26 are subject to the Timely Use of Funds policies outlined in Section 31 of these guidelines. Funds allocated to Caltrans in fiscal year 2025-26 or after are not subject to the Timely Use of Funds policies outlined in Sections 31 and 32 of these guidelines and are subject to the policies outlined below:

- Caltrans may request an allocation for an amount that is less than the programmed amount. Caltrans must explain why they could not request the allocation of these funds as outlined in the original work plan. The remaining

funds not allocated in the annual allocation may be rolled over to a future fiscal year.

- Allocated funds not expended within the delivery schedule provided in the work plan may be rolled into another fiscal year for expenditure. These will be reported in the annual report with an explanation of the delay.

If the Commission determines that Caltrans is not expending funds in a timely manner, the Commission may take corrective action, including but not limited to the actions listed below:

- Deny a request to roll over unallocated funds into a future fiscal year and deprogram these funds.
- Deny a request to roll over unexpended funds into the following fiscal year and deallocate these funds.
- Deny any future programming or allocation actions.

### **Work Plan Amendments**

Caltrans must inform Commission staff in writing of any changes to the work plan. Changes that provide no change or increase the expected benefits may be outlined at the time the annual allocation is requested. Changes that reduce expected benefits, such as the elimination of a proposed contract or activity, require scope change amendment and may result in the following:

- An appearance by Caltrans before the Commission.
- The deprogramming or deallocation of funds.

## **Appendix G: Links throughout Guidelines**

### **II. Funding Overview**

- Active Transportation Resource Center: <https://caatpresources.org/>

### **III. Eligibility**

- Project Study Report (PSR) Guidelines: <https://catc.ca.gov/programs/state-transportation-improvement-program>
- Caltrans Project Development Procedures Manual: <http://www.dot.ca.gov/design/manuals/pdpm.html>
- Caltrans 2025 Active Transportation Program Website: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle7>
- United States Census Bureau: <https://data.census.gov/>
- CalEnviroScreen Mapping Tool: <https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-40>
- SB 535 List of Disadvantaged Communities: <http://www.calepa.ca.gov/EnvJustice/GHGInvest/>
- California Department of Education Student Poverty Data: <http://www.cde.ca.gov/ds/sd/sd/files/sp.asp>
- Health Places Index Live Map: <https://map.healthyplacesindex.org/>
- Climate and Economic Justice Screening Tool: <https://screeningtool.geoplatform.gov/en/#6.35/45.551/-96.741>
- USDOT Equitable Transportation Community Explorer: <https://experience.arcgis.com/experience/0920984aa80a4362b8778d779b090723/page/Homepage/>
- Recreational Trails Program: [http://www.fhwa.dot.gov/environment/recreational\\_trails/](http://www.fhwa.dot.gov/environment/recreational_trails/)

### **IV. Project Application**

- [Active Transportation Program Online Application Portal](#)
- Commission Website: <https://catc.ca.gov/programs/active-transportation-program>

### **V. Project Selection Process**

- Prohousing Designation Program: <https://www.hcd.ca.gov/planning-and-community-development/prohousing-designation-program>
- California Conservation Corps: <https://ccc.ca.gov/what-we-do/funding-opportunities/active-transportation-program/>

- California Association of Local Conservation Corps: <https://mylocalcorps.org/active-transportation-program/>
- Interim Count Methodology Guidance: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/general-and-technical-information>

## VI. Programming

- California Active Transportation Benefit-Cost Tool: <https://activetravelbenefits.ucdavis.edu/>
- Affordable Housing and Sustainable Communities Benefits Calculator: [https://ww2.arb.ca.gov/sites/default/files/auction-proceeds/sgc\\_ahsc\\_tool\\_030221.xlsx](https://ww2.arb.ca.gov/sites/default/files/auction-proceeds/sgc_ahsc_tool_030221.xlsx)
- Caltrans Local Assistance Active Transportation Program Website: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program>
- SB 1 Accountability and Transparency Guidelines: <https://catc.ca.gov/-/media/ctc-media/documents/programs/senate-bill-1/final-accountability-guidelines-adopted-march-2023-a11y.pdf>

## IX. Project Delivery

- Letter of No Prejudice Guidelines: <https://catc.ca.gov/-/media/ctc-media/documents/ctc-reports/other-reports/adopted-lonp-guidelines-101817-a11y.pdf>

## X. Roles and Responsibilities

- Investing In America Signage Guidelines: <https://www.whitehouse.gov/wp-content/uploads/2023/02/Investing-in-America-Brand-Guide.pdf>
- Construction Project Funding Identification Signs: <https://dot.ca.gov/programs/safety-programs/pfi>

## Appendix D

- 2021 Active Transportation Symposium Panel Discussion on Quick-Build Projects: [https://caatpresources.org/train\\_s21\\_si.html](https://caatpresources.org/train_s21_si.html)
- Barr Foundation – Quick and Creative Street Projects: <https://www.barrfoundation.org/climate/quick-creative-street-projects-measuring-the-impact-in-mass>
- California Bicycle Coalition and Alta Planning + Design Quick-Build Guide: <https://altago.com/wp-content/uploads/Quick-Build-Guide-White-Paper-2020-1.pdf>
- Active Transportation Program Quick-Build Supplemental Guidance: <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/atp/cy6/cy-6-finalquickbuild-supplementalguidance-v2.pdf>
- City of Burlington Public Works – Quick Build Design + Material Standards Guide: [https://www.burlingtonvt.gov/sites/default/files/QUICK\\_BUILD%20GUIDE\\_0.pdf](https://www.burlingtonvt.gov/sites/default/files/QUICK_BUILD%20GUIDE_0.pdf)

- Tactical Urbanist's Guides: <http://tacticalurbanismguide.com/guides/>
- Transportation Research Board Webinar – Pop-Up Power, Research and Practice on Quick-Build Bike Facilities: <https://webinar.mytrb.org/Webinars/Details/1711>
- San Francisco Municipal Transportation Agency – 2022 Safe Streets Evaluation Summary: <https://storymaps.arcgis.com/stories/bb81a196850341e48eda68d0fff5be39>
- People for Bikes – Quick Build for Better Streets: <https://www.peopleforbikes.org/reports/quick-builds-for-better-streets-a-new-project-delivery>

## Appendix E

- California Department of Housing and Community Development Final 2020 Analysis of Impediments to Fair Housing Choice: <https://www.hcd.ca.gov/policy-research/plans-reports/docs/final2020ai.pdf>
- California Air Resources Board White Paper on Anti-Displacement Strategy Effectiveness: <https://www.urbandisplacement.org/wp-content/uploads/2021/08/19RD018-Anti-Displacement-Strategy-Effectiveness.pdf>
- Urban Displacement Project: <https://www.urbandisplacement.org/>
- Framework for Evaluating Anti-Displacement Policies: <https://sites.utexas.edu/gentrificationproject/files/2019/09/Part-2.-Framework-for-Evaluating-Anti-Displacement-Policies.pdf>
- Greening Without Gentrification: <https://www.ioes.ucla.edu/project/prads/>
- Transit-Oriented Development Without Displacement: Strategies to Help Pacoima Businesses Thrive: <https://escholarship.org/uc/item/3gr006rd>