

2023 Active Transportation Program (Cycle 6)



Central Workshop

February 2, 2022

1:00 pm – 4:00 pm

Program Basics



- Program 4 years of funds
 - Fiscal years 2023-24, 2024-25, 2025-26 and 2026-27
- Anticipate approximately \$38,000 in additional federal funding per fiscal year from Infrastructure Investment and Jobs Act, bringing total funding to \$597,560.
 - \$138,000 fiscal years 2023-24 and 2024-25
 - \$160,780 fiscal years 2025-26 and 2026-27

Goals for Today



- Discuss Proposed Guidelines Changes
- Finalize Previously Discussed Items
- Discuss Application Changes
- Discuss Scoring Distribution Changes
- Action Items

2023 ATP Central Workshops



Date	Time	Type	Focus
November 9, 2021	9:30 am – 12:30 pm	Kick-Off	Kick-off
November 17, 2021	1:00 pm – 4:00 pm	Central	Guidelines
December 1, 2021	1:00 pm – 4:00 pm	Central	PSR Equivalent
December 15, 2021	9:30 am – 12:30 pm	Central	Guidelines
January 11, 2022	1:00 pm – 4:00 pm	Central	Guidelines
January 19, 2022	9:30 am – 12:30 pm	Central	Guidelines
February 2, 2022	1:00 pm – 4:00 pm	Central	Application
February 8, 2022	1:00 pm – 4:00 pm	Central	Scoring Rubrics
February 23, 2022	9:30 am – 12:30 pm	Central	Wrap Up

2023 ATP Branch Workshops



Requested Locations

Monterey County

Siskiyou County

San Benito County

Nevada County

Santa Cruz County

Sonoma County

Santa Barbara County

Los Angeles County

To schedule a Branch Workshop, please contact Elika Changizi at Elika.Changizi@catc.ca.gov

Final 2023 ATP Schedule



Topic	Dates
Draft ATP Guidelines presented to Commission	January 26-27, 2022
Draft ATP Fund Estimate presented to Commission	January 26-27, 2022
Commission hearing and adoption of ATP Guidelines	March 16-17, 2022
Commission adopts ATP Fund Estimate	March 16-17, 2022
Call for projects	March 16-17, 2022
Scoring rubrics posted on Commission website	March 29, 2022
Large MPOs submit optional guidelines to Commission	May 13, 2022
Project applications deadline	June 15, 2022
Commission approves or rejects MPO Guidelines	June 29-30, 2022

Final 2023 ATP Schedule (cont.)



Topic	Dates
Staff recommendation for Statewide, Small Urban & Rural components and Quick-Build Pilot Program posted	October 21, 2022
Commission adopts Statewide, Small Urban & Rural components and Quick-Build Pilot Program	December 7-8, 2022
Projects not programmed distributed to large MPOs based on location	December 2022
Deadline for MPO draft project programming recommendations to the Commission	February 20, 2023
Deadline for MPO final project programming recommendations to the Commission	April 21, 2023
Recommendations for MPO Component posted	May 12, 2023
Commission adopts MPO selected projects	June 2023



Proposed Guidelines Changes

Projects Near Roadways with High Traffic Volumes



- Section 17, Application Submittal Requirements
 - Add the following bullet:
 - All applications for projects within 500 feet of a freeway or roadway with a traffic volume over 125,000 average daily traffic (ADT) 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 travelled freeways or roadways unavoidable or an explanation of why this location was chosen.

Application Part A2: General Project Information



- Part A2, Project Location
 - Is this project located within 500 feet of a freeway or roadway with a traffic volume over 125,000 average daily traffic (ADT)?
 - If yes, describe any project design elements intended to minimize exposure to air pollution and circumstances that make locating project components in close proximity to heavily travelled freeways or roadways unavoidable, or explain why this project location was chosen.
 - This question will not be scored.

Potential ATP Augmentation



- Section 4, Funding Source
 - The Governor's Proposed Budget for fiscal year 2022-23 includes a potential Active Transportation Program augmentation. If approved as part of the final fiscal year 2022-23 State Budget, Commission staff will develop supplemental program guidelines in consultation with the Active Transportation Program stakeholder workgroup.



Finalize Previously Discussed Items

Scope Amendments



- Section 28A, Scope Amendments
 - Add the following paragraph:
 - Scope changes must be addressed as soon as they are identified and must be approved prior to receiving the construction allocation, **except in instances where there are contract bid cost savings, as described in Section 36 of these Guidelines.**
 - Discussion

Project Reporting



- Section 38, Project Reporting
 - 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 ATP Project Reporting 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 significant project milestones with progress reports.**

Pending Items



- Phase II Quick-Build Project Pilot Program
 - This will be discussed at the February 23 workshop



Application Changes

Application Changes Overview



- Goals:
 - Align application with changes to the guidelines
 - Clarify language
 - Add additional non-infrastructure prompts to combination applications
 - Adjust word counts where necessary
 - Adjust point distribution where necessary
 - We will not consider new questions or new data fields/text boxes
 - Changes must align with the guidelines



Part A, Project Information

All Applications: Part A3, Project Type



- Proposed changes:
 - Add a checkbox for Safe Routes for Seniors projects
 - Under Safe Routes to School project sub-type:
 - For a project to qualify for 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 Schools infrastructure projects must be located within two miles of a public school or within the vicinity of a public school bus stop and the students must be the intended beneficiaries of the project. ~~Other than traffic education and enforcement activities, non-infrastructure projects do not have a location restriction.~~ **For Safe Routes to School non-infrastructure, the program must benefit school students/parents and primarily be based at the school.**

All Applications: Part A4, Project Details



- Under the non-infrastructure section:
 - Program Activities, Regional Community Initiatives
 - ~~Number of law enforcement methods (i.e. progressive ticketing, deploying speed trailers, etc.)~~
 - Program Activities, Safe Routes to School (SRTS):
 - ~~Number of SRTS law enforcement methods (i.e. progressive ticketing, deploying speed trailers, etc.)~~
 - Number of student-led leadership initiatives (e.g., student patrols, peer-led learning)
- Discussion



Disadvantaged Communities: Displacement Language

Small & Medium Applications: Disadvantaged Communities



- Question 1, Part C.1
 - Explain how the project closes a gap, provides connections to, and/or addresses a deficiency in an active transportation network and how the improvements meet an important need of the disadvantaged community. Address any issues of displacement that may occur as a result of this project, if applicable. **If displacement is not an issue, explain why it is not a concern for the community.**

Large Application: Disadvantaged Communities



- Question 1, Part C.3
 - Illustrate and provide documentation for how the project was requested or supported by the disadvantaged community residents. Address any issues of displacement that may occur as a result of this project, if applicable. **If displacement is not an issue, explain why it is not a concern for the community.**
- Discussion



Project Need: Community Description & Older Adults

Small, Medium, and Large Applications: Need



- Question 2, Part A
 - **Describe the community** and the issue(s) that this project will address. How will the proposed project benefit non-motorized users of **all ages and varying abilities, including students, older adults, and persons with disabilities?** What is the project's desired outcome and how will the project best deliver that outcome?
 - Change the last bullet to the following:
 - For combined I/NI projects: Discuss need for an encouragement **and** education, ~~and/or enforcement~~ program.
- Word Count
 - Current: 750
 - Proposed: 900
- **Discussion**



Project Need: Non-Infrastructure Prompts

Small Application: Need



- Question 2, Part B.4
 - For combined I/NI projects: Discuss how the encouragement and education, ~~and/or enforcement~~ program will help address the needs.

Medium Application: Need



- Question 2, Part B
 - Describe how the proposed project will address the active transportation need:
 - Closes a gap?
 - Creates new routes?
 - Removes barrier to mobility?
 - Other improvements to existing routes?
 - Implements a non-infrastructure program?

Medium Application: Need



- Question 2, Part B.b
 - For projects with non-infrastructure elements, describe the NI program, the population it will serve, and how the program will use NI components (e.g., encouragement and education) to address the need(s) identified in above with the goal of increasing walking and/or biking to community identified destinations within the program area.
- Proposed word count: 500

Medium Application: Need



- Question 2, Part B.c
 - Applicants must provide a map of each gap closure identifying the gap and connections, and/or of the new route location, and/or the barrier location and improvement. For projects with non-infrastructure elements, applicants must include the NI program boundaries and if its a SRTS NI program, identify the school locations.

Large Application: Need



- Question 2, Part B.5
 - Implements a non-infrastructure program?
 - Provide a map identifying the NI Program's boundaries. If it's a SRTS NI program, identify the school locations.
 - Describe the NI program, the population it will serve, and how the program will use NI components (e.g., encouragement and education) to address the need(s) identified in above with the goal of increasing walking and/or biking to community identified destinations within the program area.
 - Proposed word count: 500

NI Application: Need



- Question 2, Part B.2
 - Describe the program, the population it will serve, and how the program will use ~~encouragement, education, and/or enforcement~~ **NI components (e.g., encouragement and education)**, to address each of the need(s) identified ~~in~~ above with the goal of increasing walking and/or biking to community identified destinations within the program area.
- Discussion



Safety: Older Adults

Small, Medium, and Large Applications: Safety



- Question 3, Part A.4
 - Referencing the project-area collision summaries/data provided in questions 1 and/or 2, discuss the extent to which the proposed project limits represents one of the agency's top priorities for addressing ongoing safety and discuss how the proposed safety improvements correspond to the types and locations of the past collisions. **Consider the safety concerns of students, older adults, and persons with disabilities in your response.**
- Word Count
 - Current: 750
 - Proposed: 900
- Discussion



Safety: Non-Infrastructure Prompts

Small Application: Safety



- Question 3, Part B
 - Referencing the information provided in Part A, demonstrate how the proposed countermeasures directly address (one or more) of the following underlying factors that are contributing to the occurrence (or potential occurrence) of pedestrian and/or bicyclist collisions. **Be sure to address both the infrastructure and non-infrastructure components, if applicable.**

Medium & Large Applications: Safety



- Question 3, Part B
 - Describe how the project improvements will remedy (one or more) potential safety hazards that contribute to pedestrian and/or bicyclist injuries or fatalities. Referencing the information you provided in Part A, demonstrate how the proposed countermeasures directly address the underlying factors that are contributing to the occurrence of pedestrian and/or bicyclist collisions. **Be sure to address both the infrastructure and non-infrastructure components, if applicable.**
- Discussion



Safety: Non-Infrastructure Enforcement Activities

Small, Medium, and Large Applications: Safety



- Question 3, Part A.4
 - Referencing the project-area collision summaries/data provided in questions 1 and/or 2, discuss the extent to which the proposed project limits represents one of the agency's top priorities for addressing ongoing safety and discuss how the proposed safety improvements correspond to the types and locations of the past collisions. Consider the safety concerns of students, older adults, and persons with disabilities in your response.
 - For Projects with Non-Infrastructure elements (Combined I/NI projects): As appropriate, describe how the NI program elements:
 - educate bicyclists, pedestrians, and/or drivers about safety hazards for pedestrians and bicyclists; and
 - encourage safe behavior, ~~including through enforcement.~~

NI Application: Safety



- Question 3, Part A.4
 - As appropriate, discussion may include how the NI program elements:
 - Educate pedestrians, bicyclists, and/or drivers about safety hazards for pedestrians and bicyclists
 - Encourage safe behavior, ~~including through enforcement.~~

NI Application: Safety



- Question 3, Part A.4
 - As appropriate, discussion may include how the NI program elements:
 - Educate pedestrians, bicyclists, and/or drivers about safety hazards for pedestrians and bicyclists
 - Encourage safe behavior, ~~including through enforcement.~~
- Discussion



Public Participation & Planning: Non-Infrastructure Prompts

Small, Medium, & Large Applications: Public Participation & Planning



- Question 4, main prompt
 - Describe the community based public participation process that culminated in the project. **For projects with non-infrastructure elements, be sure to address both infrastructure and non-infrastructure components.**



Public Participation & Planning: COVID Challenges

Small Application: Public Participation & Planning



- Question 4, main prompt
 - Describe the community based public participation process that culminated in the project. For projects with non-infrastructure elements, be sure to address both infrastructure and non-infrastructure components. Include discussions of:
 - What was the process to prepare for existing and future needs of users of this project?
 - Who was engaged in the public participation and planning process? How will stakeholders continue to be engaged in the implementation of the project?
 - **What engagement challenges arose due to the COVID-19 pandemic and what strategies were used to address those challenges?**
- Word Count:
 - Current: 1000
 - Proposed: 1200

Medium Application: Public Participation & Planning



- Question 4, Part B
 - Describe who was/will be engaged in the identification and development of this project. Describe how stakeholders will continue to be engaged in the implementation of the project. **Describe any engagement challenges that arose due to the COVID-19 pandemic and the strategies used to address those challenges.**
- Word Count
 - Current: 500
 - Proposed: 700

Large Application: Public Participation and Planning



- Question 4, Part E
 - Who: Describe who was/will be engaged in the identification and development of this project and how they were engaged. Describe and provide documentation of the type, extent, and duration of outreach and engagement conducted with relevant stakeholders. **Describe any engagement challenges that arose due to the COVID-19 pandemic and the strategies used to address those challenges.**
- Word Count
 - Current: 400
 - Proposed: 600

NI Application: Public Participation & Planning



- Question 4, Part A
 - Describe who was engaged in the identification and development of this program. How were they engaged? Describe the type, extent, and duration of outreach and engagement conducted to relevant stakeholders. What was their feedback and how was it incorporated into the program proposal? **Describe any engagement challenges that arose due to the COVID-19 pandemic and the strategies used to address those challenges.**
- Word Count:
 - Current: 500
 - Proposed: 700

Plan Application: Public Participation



- Question 4, Part B
 - Describe how stakeholders will be engaged in the development of the plan. Describe your intended outreach methods during the plan's development (e.g., charrettes; community workshops; pop-up events; social media, etc.), including the number of outreach activities and estimated number of people reached. How will you maximize the accessibility of the community engagement process? (e.g., providing translation, interpretation, and child care services; selecting times/locations convenient to the general public; ensuring culturally/linguistically appropriate materials). **Describe any engagement challenges that you expect to arise due to the ongoing COVID-19 pandemic and how these challenges will be addressed.**
- Word Count:
 - Current: 500
 - Proposed: 700
- Discussion



Public Participation & Planning: Projects in Planning Documents

Large Application: Public Participation and Planning



- Question 4, Part E
 - Is this project specifically listed in an approved Active Transportation Plan or similar plan? Provide a brief description of the plan and the public engagement process used to develop the plan.
- Word Count
 - Current: 100
 - Proposed: 300
- Discussion



Public Participation & Planning: NI Enforcement Activities

NI Application: Public Participation & Planning



- Question 4, Part B
 - Describe how stakeholders will continue to be engaged in the implementation of the program. Include which agencies and stakeholder groups (e.g., public health, ~~law enforcement, NGO~~ **Community Based Organizations, public schools, law enforcement**, or other ~~and non-traditional partners like faith groups, elder/senior intergenerational groups~~) will be involved in implementing the program.
- Discussion



Context Sensitivity & Innovative Project Elements: Low-Stress Networks

Medium & Large Application: Context Sensitivity



- Question 5, Part A
 - How are the "recognized best" solutions employed in this project appropriate to maximize user comfort and for the local community context?
 - As you address this question, consider the following
 - The posted speed limits and actual speed;
 - The existing and future motorized and non-motorized traffic volume;
 - The widths for each facility;
 - The adjacent land use; and
 - How the project is advancing a low(er) stress environment on each facility or a low stress network:
 - What is the current stress level? (low, medium, or high?)
 - If the stress level is medium or high, is the project going beyond minimum design standards to maximize comfort for all ages and abilities?
 - What features are included to promote low-stress, comfortable, and safe walking and/or biking conditions?
 - Does the project expand on or create a low-stress network?

Medium & Large Application: Context Sensitivity



- Word Count
 - Current: 500
 - Proposed: 700
- Discussion



Context Sensitivity & Innovative Project Elements: Non-Infrastructure Prompts

Medium & Large Application: Innovation



- Question 5, Part B
 - Does this project propose any solutions that are new to the region? Were any innovative elements considered, but not selected? Explain why they were not selected. **Be sure to address both the infrastructure and non-infrastructure components, if applicable.**
- Discussion

Medium & Large Application: NI Evaluation



- Question 5, Part C
 - NI Evaluation and Sustainability: For projects with non-infrastructure elements, describe how effectiveness of the program will be measured and how the program will be sustained after completion.
- Proposed word count: 500
- Discussion



Transformative Projects: Prohousing Language

Large Application: Transformative Projects



- Question 6, Part A:
 - Describe how your project will transform the non-motorized environment. Address the potential for this project to support existing and planned housing, especially affordable housing. Applicants are encouraged to apply for the California Department of Housing and Community Development's (HCD) [Prohousing Designation Program](#) and to describe how local policies align with prohousing criteria. If housing is not an issue for the community, explain why it is not a concern. If applicable, include discussion of the transformative nature of the non-infrastructure component.
- Word Count
 - Current: 500
 - Proposed: 750
- Discussion



Transformative Projects: Local Ordinances

Large Application: Transformative Projects



- Question 6, Part B
 - Describe how other new or proposed funded projects or policies in the vicinity of this project will attribute to the transformative nature of this project. As you address this question consider items like the following:
 - Transit
 - The overall non-motorized network
 - Land Use
 - Local policies and/or ordinances
- Word Count
 - Current: 500
 - Proposed: 600
- Discussion



Transformative Projects: Attachments

Large Application: Transformative Projects



- Question 6, Attachment Field
 - Please attach documentation that supports the transformative nature of the project. This could include:
 - The meeting minutes voting to fund the project, or
 - The approved environmental document, or
 - **An HCD Prohousing Designation certification or a copy of the submitted application form, or**
 - **A local Housing Element that is in compliance with the State Housing Element Law, or**
 - Other important documentation demonstrating the transformation
 - Discussion



Leveraging: Tribal Projects

Medium & Large Applications: Leveraging



- Question 6 (Medium)/Question 8 (Large), Main Prompt
 - Projects **submitted by Tribal Governments and/or that are** on Tribal Lands will get the full Leveraging points for both Medium and Large Infrastructure Applications.
 - Checkbox: This project **is being submitted by a Tribal Government and/or** is on Tribal Lands
- Discussion



Leveraging: Documentation

Medium & Large Applications: Leveraging



- Question 6 (Medium)/Question 8 (Large), Leverage Justification Attachment:
 - Add the following description above the attachment box:
 - Applicants must attach a signed letter of commitment indicating the amounts and sources of leveraged funds. Applicants may also include other documentation to substantiate leveraging, including meeting minutes from a governing body, a budget sheet, a board or council resolution, etc.
- Discussion



NI Evaluation & Sustainability

NI Application: Evaluation & Sustainability



- Question 5, Part A
 - How will the effectiveness of the program be measured? Describe the effectiveness measures that will be evaluated (public support, mode shift, knowledge increase, safety, etc.) and the tools that will be used (such as surveys, counts, observations, etc.) to quantify the success.
- Discussion

NI Application: Evaluation & Sustainability



- Question 5, Part B
 - How will the program be sustained after completion? As you address this question, consider the following:
 - Train the Trainer programs
 - “How-to” toolkits and guides to transfer the program materials to another party (e.g., teachers, parent volunteers, PTA, an after-school program, community volunteers, community organization)
 - Equipment donation to a school district or community organization to continue the program
 - Other sources of funding
 - Discussion



Scope & Plan Consistency

NI Application: Program Scope and Implementation



- Question 7
 - Change Form 22-R to 25-R to reflect change in form name.

Small, Medium & Large Applications: 25-R Review



- Question 5 (Small), Question 7 (Medium & Large)
 - Add Part B:
 - **For combination I/NI projects, the 25-R will be evaluated for:**
 - **How well it reflects the applicant's responses throughout this application**
 - **How well the overall scope meets the Purpose and Goals for the ATP, as defined CTC Guidelines**
 - **Compliance with the ATP Non-Infrastructure Program Guidance**



Scoring Distribution



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



Action Items

Next Steps



- Central Workshop – Scoring Rubrics
February 8, 2022
1:00 pm – 4:00 pm
- Central Workshop – Scoring Rubrics
February 23, 2022
9:30 am – 12:30 pm

Staff Contact



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Thank You



More Information

catc.ca.gov

catc.ca.gov/programs/active-transportation-program

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