

**Active Transportation Program**  
**Policy on Project Amendments and Advance Project Allocations**  
(Adopted August 18, 2016)

Scope Amendments

Section VI (Allocations) of the 2017 Active Transportation Program Guidelines states: “Any scope changes must be presented to Caltrans for consideration prior to allocation. Caltrans will make a recommendation of approval to the Commission for final approval. Scope changes that result in a decrease of active transportation benefits may result in removal from the program.” The Commission approved the following policy and procedures for project scope changes.

Implementing agencies must notify Caltrans in writing of proposed project scope changes. This notification must include the following:

1. An explanation of the proposed scope change;
2. The reason for the proposed scope change;
3. The impact the proposed scope change would have on the overall cost of the project;
4. 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);
5. 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); and
6. An explanation of the methodology used to develop the aforementioned estimates.
7. For projects programmed in the Metropolitan Planning Organization (MPO) component, evidence of MPO approval and the MPO rationale for their approval.

Caltrans will review the proposed scope change and forward the proposed scope change with Caltrans’ written analysis and recommendation to the Commission for the Commission’s approval.

Staff will present recommended scope changes deemed by staff to be minor changes, such as those with little or no impact to project benefits or which increase the benefits of the project, to the Commission as a part of the project allocation request. Staff will present recommendations to disapprove minor scope changes and recommendations to approve or disapprove more significant scope changes to the Commission as project amendments.

Advance Project Allocation

Section VI of the guidelines states: “In order to ensure the timely use of all program funds, the Commission will, in the last quarter of the fiscal year, allocate funds to projects programmed in a future fiscal year on a first-come, first served basis.” The Commission approved the following policy and procedures for advance project allocations.

Beginning in October, the Commission will advance project allocations for construction on a first come, first served basis, up to the amount of allocation extension requests approved the previous year. Projects requesting the advance allocation of construction funding must meet the following criteria:

1. The project is Ready-to-List (all necessary permits and agreements have been executed, and all contract documents are complete);
2. The project has a Right of Way certification 1 (all property has been acquired) or 2 (all property has been acquired and/or the implementing agency has the right to occupy or use the property); and
3. The Commission, as a Responsible Agency under the California Environmental Quality Act, has approved, or will be concurrently approving, the project for future consideration for funding.
4. In January, if there is sufficient allocation capacity remaining to advance pre-construction phases, the Commission staff will advance project allocations for any phase on a first come, first served basis, up to the amount of remaining allocation capacity.