

**CALIFORNIA TRANSPORTATION COMMISSION**  
**Adoption of the 2017 Active Transportation Program Augmentation**  
**Guidelines – California Conservation Corps**  
**March 21-22, 2018**



**RESOLUTION G-18-14**

- 1.1 **WHEREAS**, the Active Transportation Program was created by Senate Bill 99 (Chapter 359, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking, and
- 1.2 **WHEREAS**, Senate Bill 1, signed by the Governor on April 28, 2017, directs \$100 million annually from the Road Maintenance and Rehabilitation Account for the Active Transportation Program beginning in the 2017-18 fiscal year; and
- 1.3 **WHEREAS**, Assembly Bill 97 directs \$4 million of the \$100 million annually, beginning in the 2017-18 fiscal year for the next five years, to the California Conservation Corps for active transportation projects to be developed and implemented by the California Conservation Corps and certified Local Community Conservation Corps; and
- 1.4 **WHEREAS**, the California Transportation Commission (Commission) adopted 2017 Active Transportation Program Augmentation Guidelines on June 29, 2017 with applicability to the policies and procedures for the use of 2017-18 and 2018-19 fiscal year funding from the Road Maintenance and Rehabilitation Account for the Active Transportation Program; and
- 1.5 **WHEREAS**, the Commission worked in consultation with Caltrans and the California Conservation Corps to develop the 2017 Active Transportation Program Augmentation Guidelines for the California Conservation Corps competitive program; and
- 1.6 **WHEREAS**, the Commission considered the guidelines at their March 21-22, 2018 meeting and found the guidelines consistent with the Commission's statewide Active Transportation Program guidelines, and for those areas that differ from the Commission's guidelines, they are consistent with Senate Bill 99.
- 2.1 **NOW THEREFORE BE IT RESOLVED** that the Commission adopts the 2017 Active Transportation Program Augmentation Guidelines for the California Conservation Corps, as presented by Commission Staff on March 21-22, 2018; and
- 2.2 **BE IT FURTHER RESOLVED** that these guidelines do not preclude any project nomination or any project selection that is consistent with the implementing legislation.

**2017 ACTIVE TRANSPORTATION  
PROGRAM AUGMENTATION  
GUIDELINES**

**CALIFORNIA CONSERVATION CORPS  
AND CERTIFIED LOCAL COMMUNITY  
CONSERVATION CORPS**

**Adopted March 21, 2018**

**California Transportation Commission**



**2017 ACTIVE TRANSPORTATION PROGRAM AUGMENTATION GUIDELINES  
CALIFORNIA CONSERVATION CORPS AND CERTIFIED LOCAL COMMUNITY  
CONSERVATION CORPS**

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These guidelines are the policies and procedures specific to the use of 2017-18 and 2018-19 fiscal year funding from the Road Maintenance and Rehabilitation Account for the Active Transportation Program that is directed to the California Conservation Corps and certified Local Community Conservation Corps.

## **I. Authority and Purpose**

Senate Bill 1 (Beall, Chapter 5, Statutes of 2017), signed by the Governor on April 28, 2017, directs \$100 million annually from the Road Maintenance and Rehabilitation Account to the Active Transportation Program beginning in the 2017-18 fiscal year. In addition, Assembly Bill 97 (Ting, Chapter 14, Statutes of 2017) directs \$4 million of the \$100 million annually, beginning in the 2017-18 fiscal year for the next five years, to the California Conservation Corps for active transportation projects to be developed and implemented by the California Conservation Corps and certified Local Community Conservation Corps. The availability of these funds is subject to annual appropriation by the Legislature. Not less than 50% of these funds shall be in the form of grants to certified Local Community Conservation Corps, as defined in Section 14507.5 of the Public Resources Code. Unless otherwise specified in these guidelines, the Commission will follow the 2017 Active Transportation Program Augmentation Guidelines: <http://www.catc.ca.gov/programs/atp/2017/docs/2017-atp-augmentation-guidelines-final-adopted-and-resolution-062817.pdf>

## **II. Active Transportation Program Goals**

The purpose of Active Transportation Program is to encourage increased use of active modes of transportation by achieving the following goals:

- Increase the proportion of trips accomplished by biking and walking,
- Increase safety and mobility for non-motorized users,
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals, pursuant to Senate Bill 375 (Of 2008) and Senate Bill 341 (of 2009),
- Enhance public health,
- Ensure that disadvantaged communities fully share in the benefits of the program, and provide a broad spectrum of projects to benefit many types of active transportation users.

## **III. Schedule**

Commission adopts California Conservation Corps guidelines	March 21, 2018
Applications due to California Conservation Corps	April 2, 2018
California Conservation Corps submits applications to Caltrans	April 9, 2018
Caltrans Recommendations of Corps projects to Commission	April 23, 2018
Commission Adopts List of Recommended Projects	May 16, 2018
Commission Allocates FY 2017-18 and FY 2018-19 funds to Caltrans	May 16, 2018

#### **IV. Eligible Project Types**

Eligible projects include projects that meet the goals of the Active Transportation Program as listed above, and may be part of an existing bicycle or pedestrian transportation plan, safe routes to school plan, active transportation plan for disadvantaged communities, or multi-use or recreational trail plan.

Examples of typical project work can be found in the Commission's 2017 Active Transportation Program Guidelines at:

[http://www.catc.ca.gov/programs/ATP/2017/Final\\_Adopted\\_2017\\_ATP\\_Guidelines.pdf](http://www.catc.ca.gov/programs/ATP/2017/Final_Adopted_2017_ATP_Guidelines.pdf).

The California Conservation Corps and certified Local Community Conservation Corps will consider, but not be limited to, projects with the following elements:

- Repair, remove and replace sidewalks
- Sign installation
- Irrigation
- Landscaping
- Demolition and deconstruction
- Tree planting
- Trail construction
- Bike locker and bike rack installation
- Fencing
- Outreach and education

When the California Conservation Corps or a certified Local Community Conservation Corps elect to partner with an Active Transportation Program eligible applicant to implement the project, the California Conservation Corps and/or certified Local Community Conservation Corps will only consider those projects where at least 75% of the project cost includes items where the California Conservation Corps and/or certified Local Community Conservation Corps can participate.

#### **V. Minimum and Maximum Request for Funds**

The minimum request for Active Transportation Program funds by the California Conservation Corps and certified Local Community Conservation Corps that will be considered is \$50,000. The maximum requests for funds will not exceed the available levels of funding for each fiscal year.

#### **VI. Co-Applicants**

The California Conservation Corps or a certified Local Community Conservation Corps can serve as the lead applicant, or may partner with an entity that will serve as the lead applicant and implementing agency, and therefore the partnering agency assumes responsibility for the ongoing operations and maintenance of the facility/project. Documentation of the agreement between the California Conservation Corps or a certified Local Community Conservation Corps and the partnering agency (e.g. letter of intent) must be submitted with the project application(s).

Eligible co-applicants include:

- Local, Regional or State Agencies (e.g. city, county, Metropolitan Planning Organization, and Regional Transportation Planning Agency)
- Caltrans
- Transit Agencies (any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration)
- State or Local Park or Forest Agencies
- State or Local Fish and Wildlife Agencies
- Department of Interior Land Management Agencies
- U.S. Forest Service
- Tribal Governments
- Private nonprofit tax-exempt organizations eligible for Recreational Trail Program funds. These program funds can only be used for projects such as 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, and not only a private entity
- Any other entity with responsibility for oversight of transportation or recreational trails that the Commission determines to be eligible

## **VII. Project Selection Criteria**

The project selection process carried out by the Corps will adhere to and conform to the Commission schedule for each Active Transportation Program funding cycle.

Projects will be selected by the Corps on a competitive basis and will be scored and ranked on the basis of applicant response to the following criteria:

- Projects can commence construction within six months of an award and shall be completed within two years from the project start date.
- Benefit to disadvantaged communities - a minimum of 25% of all California Conservation Corps and certified Local Community Conservation Corps proposals that are approved must benefit a Disadvantaged Community as defined by median household income, CalEnviroScreen, or Free or Reduced Priced School Meals as defined in the Final 2017 Active Transportation Program Guidelines.
- Ability to further the goals of the Active Transportation Program.
- Ability to leverage other funds.

## **VIII. Project Selection Process**

- Applicants must submit an electronic version of the complete grant application package to the California Conservation Corps by the annual deadline reflected in these guidelines.

- Application packages will be reviewed for completeness and eligibility and evaluated by a review committee using established criteria.
  - The review committee will consist of separate and designated teams of California Conservation Corps and certified Local Community Conservation Corps representatives.
- The California Conservation Corps must submit funding recommendations to the Caltrans Active Transportation Program Managers for review. The projects recommended for funding must provide a Project Programming Request (PPR) form and the following information must be provided:
  - Project name
  - Lead agency
  - Partnering agency
  - Project location
  - Project description/scope
  - Cost estimate
  - Delivery schedule
  - Project Score from Competitive Review Process
- The recommendations must also include a substitution list of projects that will be considered for funding in the event projects from the recommended funding list are unable to proceed.
- Caltrans Active Transportation Program Managers will review the project list and make a recommendation to Commission staff for approval.
- Commission approval of the list of projects recommended for funding is required prior to the lump-sum allocation of funding to Caltrans.
- In the event a project is removed or savings are generated from the funding list, a project from the substitution list may be awarded as long as there is sufficient capacity to allow this substitution.
- Project substitution must be reported to the Commission.
- The California Conservation Corps administers the program of projects approved by the Commission and is responsible for reporting on the program pursuant to Section X of these guidelines.

## **IX. Environmental Review**

Pursuant to Public Resources Code Sections 21102 and 21150, the Commission must consider the environmental impacts of a project prior to making an allocation of funds. California Environmental Quality Act (CEQA) compliance documentation for the proposed California Conservation Corps and certified Local Community Conservation Corps projects must be provided as follows:

For projects that are exempt from CEQA, documentation of the exemption must be provided with the project application and included with funding recommendations submitted to Caltrans Active Transportation Program Managers for review. Project lists being submitted to the Commission for consideration of a lump sum allocation must cite the date the CEQA exemption was cleared.

For projects that are not exempt from CEQA, and for which an environmental document has been prepared and approved, documentation of the CEQA clearance must be provided with the project application. The Commission must consider the environmental document and approve the project

for future funding via the issuance of an e-resolution. E-resolutions must be obtained at a Commission meeting that is either prior to, or concurrent with, the lump sum allocation request.

For more information on the process by which to obtain an e-resolution please see: <http://www.catc.ca.gov/programs/environmental/>. Allocation requests will be brought forward for Commission consideration by Caltrans Local Assistance.

In the event that the project is subject to the National Environmental Policy Act (NEPA) it is the Commission's policy that documentation of NEPA clearance is provided with the project application and prior to allocation of funds.

## **X. Allocation**

The California Conservation Corps Fiscal Year 2017-18 and 2018-19 list of projects recommended for funding, will be submitted for approval and lump sum allocation by the Commission pursuant to the schedule identified in these guidelines and in accordance with this section.

The Commission will allocate the funds to Caltrans as a lump-sum and Caltrans will sub-allocate funding to the California Conservation Corps.

For projects exempt from CEQA, at the time of allocation, the date of the CEQA exemption determination by the lead agency must be noted in the list of projects being approved for allocation.

For projects not exempt from CEQA, and for which an environmental document has been prepared and approved, an e-resolution must be issued by the Commission prior to the list of projects being approved for allocation pursuant to Section IX of these guidelines.

The Commission's expectation is that consistent with the requirements of the overall Active Transportation Program, the Corps will administer these funds to their grantees on a reimbursement basis.

The availability of these funds is subject to annual appropriation by the Legislature. The California Conservation Corps will submit an allocation request to Caltrans. The California Conservation Corps is responsible for the expenditures of all allocated funds. Costs incurred prior to Commission allocation are not eligible for reimbursement.

## **XI. Reporting**

The California Conservation Corps is required to submit a semi-annual project status report for the program and a final report within one year of project completion to Caltrans. Refer to the most recent Commission Active Transportation Program Guidelines at <http://www.catc.ca.gov/programs/atp/> for reporting requirements. Additional reporting requirements may be required pending the Commission's adoption of the SB1 Accountability Guidelines.