

Active Transportation Program Policy on User Counts

Resolution G-22-42

Adopted May 18, 2022

Since the Active Transportation Program's establishment, program guidelines have required that implementing agencies submit user count data before and after construction to the California Department of Transportation (Caltrans) as part of the project reporting process. Project user counts aim to measure the increase in active transportation use and the program's progress toward achieving its statutory goal of increasing walking and biking.

The Commission is implementing the Active Transportation Program Policy on User Counts to ensure that user counts are conducted in alignment with the Active Transportation Program Guidelines and the Interim Count Methodology Guidance (Interim Guidance). Specifically, the Commission aims to ensure that user counts are collected in a timely and accurate manner and that the Active Transportation Program is meeting its statutory goal of increasing walking and biking. The Active Transportation Program Policy on User Counts is as follows:

1. COVID-Related Extensions:

- a. Governor Newsom lifted all COVID-related stay-at-home orders on June 15, 2021, and schools reopened for in-person instruction during the 2021-2022 school year. Therefore, the Commission will no longer allow COVID-related user count extensions after the May 2022 Commission meeting.
- b. All agencies that received a COVID-related user count extension must complete after-construction user counts by June 30, 2023. Projects subject to the Interim Guidance must conduct before-and-after-construction user counts at the same location, on the same days of the week, at the same time(s) of day, and during the same week of the year. Therefore, agencies should endeavor to complete after-construction user counts on the soonest date possible, in alignment with this methodology.

2. Submittal and Explanation of User Counts

- a. All implementing agencies must submit before-construction and after-construction user counts with the Final Delivery Report, which is due within 180 days of the conclusion of all project activities, such as invoicing and user count collection. Agencies that fail to provide user counts could face disciplinary consequences including, but not limited to:
 - i. A written warning
 - ii. A required appearance before the Commission
 - iii. Placement on a Watch List
 - iv. In the most egregious situations:
 1. Ineligibility for future allocations and programming actions
 2. Reduced reimbursements

- b. Caltrans will provide a written warning to all implementing agencies that are currently not in compliance with the requirements outlined in paragraph 2a and that did not receive a COVID-related extension. Caltrans will also establish corrective action plans with these agencies to ensure timely collection of user counts.
 - c. All implementing agencies must submit a narrative with after-construction user counts. This narrative should discuss whether the after-construction user counts align with the implementing agency's expectations of project use. If the after-construction user counts show a reduction in active transportation users compared to before-construction user counts, the agency must provide an explanation as to the decrease in users and discuss any conditions that may have affected use. Failure to provide this narrative could result in disciplinary consequences as described above.
3. Implementation of Interim Count Methodology Guidance and Final Count Methodology Guidance
- a. Projects receiving a construction phase allocation at or after the May 2022 Commission meeting must comply with the count methodology and procedures outlined in the Interim Guidance and adhere to Sections 1 and 2 of this policy.
 - b. Caltrans is expected to begin development of the Final Count Methodology Guidance (Final Guidance) in summer 2022, with implementation by 2024. The Final Guidance will apply to projects that receive construction phase allocation at or after the Commission meeting in which it is adopted. Projects that are subject to the Final Guidance must comply with the Active Transportation Program Policy on User Counts.

Commission staff will post the Policy on the Commission website and circulate it to Active Transportation Program stakeholders. Additionally, Caltrans will contact all Active Transportation Program implementing agencies to inform them of the Policy and the Active Transportation Resource Center will distribute the Policy to its mailing list.