

2027 Active Transportation Program

Workshop | September 4, 2025

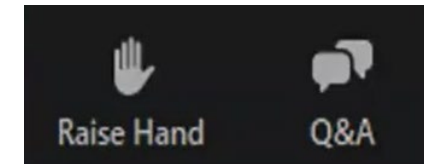


CALIFORNIA
TRANSPORTATION
COMMISSION

WORKSHOP LOGISTICS

We welcome comments from the public as part of each item at this meeting.

You should see the webinar control panel, likely located on the bottom of your screen. There you will find the Raise Hand and Q&A tabs.



We encourage you to use the Raise Hand feature as early into the item as you can, to give the system time to acknowledge you.

Alternately, you may use the Q&A tab to submit your comment. Commission staff will read the comment on your behalf.

As a reminder, each registered attendee is provided a unique link and phone number to access the webinar. These should not be shared with other participants, as they are registered to a specific attendee and can create confusion for staff when making comments.

Please state your name and organization at the start of your comment.

Workshop Principles

- Be respectful of other viewpoints
- Keep a Statewide perspective
 - Remember the program serves a large variety of applicants
- Propose ideas in a public setting

Workshop Agenda

- Introductions and brief program overview
- Kick-off Workshop Recap
- New Section: Funding Restrictions
- New Section: Title VI Requirements
- Go over “clarify and reduce redundancies” updates
- Action items

INTRODUCTIONS



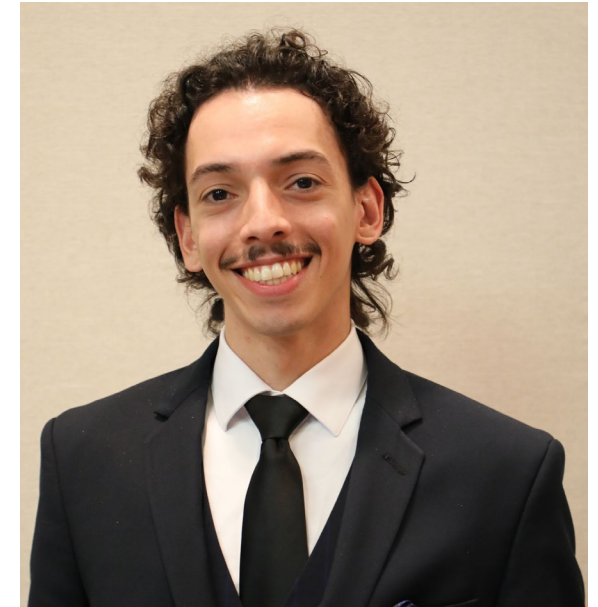
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ACTIVE TRANSPORTATION PROGRAM (ATP)



- **Purpose:** Encourage increased use of active modes of transportation, such as biking and walking.
- **Funding:** Published in the Fund Estimate; approximately \$550 million for 4 years. Federal and State funds.
- **Distribution:** Three components – 50% Statewide Component, 40% Metropolitan Planning Organization Component, 10% Small Urban and Rural Component.
- **Eligible Agencies:** Cities, counties, metropolitan planning organizations, regional transportation planning agencies, state agencies, transit agencies, natural resource or public land agencies, public schools and school districts, tribal governments, nonprofit tax-exempt organizations responsible for managing public lands.
- **Eligible Projects:** Capital projects that increase the proportion of walking and biking trips, increase safety and mobility of nonmotorized users, advance active transportation efforts of regional agencies to achieve GHG reduction goals, provide safe routes to schools. Non-infrastructure projects that develop a community-wide active transportation plan. Projects that provide education and encouragement programs that further the goals of the ATP.
- **Evaluation Criteria:** Projects are evaluated for benefit to disadvantaged communities, need, safety, public participation and planning, and scope and plan consistency. Large projects are also evaluated for innovation, potential to be transformative, cost-effectiveness, and context sensitivity.

ATP OVERVIEW: Cycles 1-7



1,230 PROJECTS PROGRAMMED
FOR \$3.9 BILLION
IN ATP FUNDS SINCE CYCLE 1



\$1.9 BILLION ALLOCATED
AS OF FISCAL YEAR 2024-25



TOTAL PROJECT COSTS VALUED AT
OVER \$7.4 BILLION

An aerial photograph of a winding asphalt road that curves through a dense, green forest. The road has yellow lane markings. A small white vehicle is visible on the road, positioned on the right side of the curve. The entire image is covered with a semi-transparent blue overlay. The text "Kick-off Workshop Recap" is written in white, bold, sans-serif font across the middle of the image.

Kick-off Workshop Recap

Workshop Recap: August 21, 2025

- **Consensus reached** on 2027 program schedule
- Opened up for stakeholder input on guidelines discussion items
- Action items posted on website
 - Items requested for future workshop discussion
 - Highlight the 2% cap for Plans projects in the Guidelines.
 - Discuss application process
 - Guidance on the use of AI in ATP applications.
 - Consider doubling the total points for all ATP applications (200 points vs. 100 points).
 - Two-step application process.
 - Consider Cycle 7 evaluator feedback on the Submittable application.
 - Letters of Support

An aerial photograph of a winding asphalt road that curves through a dense, green forest. The road has a yellow center line and white edge lines. A small white vehicle is visible on the road, positioned in the upper right quadrant. The entire image is covered with a semi-transparent blue overlay. Centered on the image is white text.

New Sections: Funding Restrictions Title VI Requirements

New Sections: Brief Overview

Funding Restrictions

- Why a new section:
 - Existing policy and restrictions scattered throughout guidelines
 - One section for ease of access
- Added new law regarding Class III bikeways in the ATP

Title VI Requirements

- Added to be consistent with other CTC program guidelines.

Part II. Funding Overview

Section 9. Funding Restrictions – Part 1

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
None.	9. Funding Restrictions	<ul style="list-style-type: none"> Moved relevant text from various sections.

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 26 of these guidelines.

The ATP will only fund:

- Project scopes that have independent utility, meaning they must have standalone benefits.
- A new infrastructure p~~rojects will not be programmed without that have~~ a complete Project Study Report (PSR) or PSR equivalent.
 - The ATP application ~~will be~~is considered a PSR equivalent if it defines and justifies the project scope, cost, and schedule.
 - ~~Though If~~ the PSR or equivalent ~~may~~focuses on the project phase(s) | proposed for- ATP funding programming, it must also provide at least a preliminary cost estimate ~~of costs~~ for all phases.
 - PSR guidelines are posted on the |State Transportation Improvement Program (STIP) page |of the Commission’s website under “Background Information.”

- Feasibility studies are not considered PSR equivalent documents.
- Further guidance can be found in the |Caltrans Project Development Procedures Manual|

- In addition to~~Project scopes that~~ furthering the purpose and goals of this program~~the ATP.~~
- Projects that ~~all ATP projects must meet the~~ eligibility requirements specific to at least one ATP funding source listed in Section xxx.

Part II. Funding Overview

Section 9. Funding Restrictions – Part 2

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
None.	9. Funding Restrictions	<ul style="list-style-type: none"> Added new law – Streets and Highways Code Section 2384(b) and Section 891.9

The ATP shall not fund:

- A project that installs 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:
 - The Class III bikeway or marking is on a highway with a design speed limit of 25 miles per hour or less.
 - The project will implement improvements to reduce the design speed limit to 25 miles per hour or less.
 - 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 projects that are also Caltrans implemented.
 - The Commission must determine that all other cost-saving measures, such as scope modifications, have been exhausted and the project will be canceled unless additional funds are programmed.
 - The funds for the cost increase may come from accrued savings or from the subsequent ATP cycle. Caltrans cost increase requests must be approved by the Commission.

Part IX. Reporting

Section 43. Title VI Requirements

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
None.	43. Title VI Requirements	<ul style="list-style-type: none">Added requirements for consistency with other CTC guidelines

43. 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.

An aerial photograph of a winding asphalt road that curves through a dense, green forest. The road has yellow lane markings. A small white vehicle is visible on the road, positioned near the top right of the frame. The entire image is covered with a semi-transparent blue overlay. Centered over the image is the text "Clarify and Simplify Language" in a white, sans-serif font.

Clarify and Simplify Language

Clarify and Simplify Language

Part I: Introduction

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
2. Program Purpose and Goals	1. Purpose and Goals	<ul style="list-style-type: none"> Minor text edits. Added paragraph from Part III, Section 13. Eligible Projects section (blue outline)

1. ~~Program~~ Purpose and Goals

~~Pursuant to statute, t~~he primary 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 ~~of the ATP~~ are to:

- Increase the proportion of trips accomplished by biking and walking.
- Increase ~~the~~ safety and mobility of 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 ~~listed in statute~~, the ATP ~~will~~ also consider s state goals and provisions set forth in the Climate Action Plan for Transportation Infrastructure (CAPTI).

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 large-transformative projects that significantly expand the active transportation opportunities in a community or a region. |

Clarify and Simplify Language

Part I: Introduction

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
1. Background	2. Authority	<ul style="list-style-type: none">Text edits.

2. ~~Background~~Authority

~~The Active Transportation Program (ATP) is a competitive statewide program created to encourage increased use of active modes of transportation, such as biking and walking. 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. ATP, and, and Senate Bill 1 (SB 1) (Beall, Chapter 5, Statutes of 2017) directs additional funding from the Road Maintenance and Rehabilitation Account to the ATP program.~~

These guidelines describe the policy, standards, criteria, and procedures for the development, adoption, and management of the ATP. ~~The guidelines were developed in consultation with the ATP workgroup. The workgroup includes representatives from the California Department of Transportation (Caltrans), other government agencies, and active transportation stakeholder organizations with expertise in pedestrian and bicycle issues, including Safe Routes to School programs.~~

The California Transportation Commission (Commission) may ~~amend~~update these ~~ATP~~ 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 workgroup, comprised of The workgroup includes representatives from the ATP Technical Advisory Committee, the California Department of Transportation (Caltrans), other government agencies, and regional transportation planning agencies, metropolitan planning organizations, advocacy groups, and active transportation other stakeholders. organizations with expertise in pedestrian and bicycle issues, including Safe Routes to School programs.

Clarify and Simplify Language

Part I: Introduction

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
3. Program Schedule	3. Program Schedule	<ul style="list-style-type: none">• Text edits and date updates.• Clarified by adding the date designated in statute.• New chart for MPO component milestone deadlines.

3. Program Schedule

~~Each program must be adopted not later than the date designated in statute of each odd-numbered year. Alternatively, however, the Commission may alternatively elect to adopt a program annually.~~ The following schedule lists the major milestones for the development and adoption of the ~~2025-2027~~ ATP:

ATP Milestones	Date
Draft ATP Guidelines presented to Commission	January 29-30, 2026
Draft ATP Fund Estimate presented to Commission	
Fund Estimate Adoption Commission hearing and adoption of ATP Guidelines	March 19-20, 2026
Guidelines Hearing Commission adopts ATP Fund Estimate	
Guidelines Adoption and Call for projects Call for projects —	
Scoring r Rubrics posted to Commission website Released	March 27, 2026
Project <u>A</u>pplication <u>D</u>eadline	June 22, 2026
Staff <u>R</u> ecommendations <u>R</u> elaxed for (Statewide and Component, Small Urban and Rural eComponents and Quick-Build projects) posted	November 2, 2026
Commission adopts Program Adoption (Statewide Component, and Small Urban and Rural eComponents and Quick-Build projects)	December 3-4, 2026

The following deadlines apply only to the MPO Component:

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

* Exact date will coincide with the Commission's adopted 20257 meeting calendar.

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Part II: Funding Overview

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
4. Funding Source	4. Funding and Program Cycle	<ul style="list-style-type: none"> Text edits. Moved fund estimate info from Distribution section. Merged 2 sections. Moved text to new Funding Restrictions section. (in green below)
5. Programming Cycle	(deleted. merged with Section 4.)	

4. Funding ~~Source~~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 ~~-million~~ of federal Highway Safety Improvement Program funds or other federal funds
- State Highway Account funds.
- Road Maintenance and Rehabilitation Account (SB 1) funds.

~~In addition to furthering the purpose and goals of this program, all ATP projects must meet eligibility requirements specific to at least one ATP funding source.~~

5. Programming Cycle

~~Each ATP~~The Commission will programming four years of funding in each new cycle includes. ~~New programming capacity for t~~The 2025-2027 ATP will be for program projects in state fiscal years 2025-26, 2026-27, 2027-28, and 2028-29, 2029-30, and 2030-31.

Clarify and Simplify Language

Part II: Funding Overview

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
6. Distribution	5. Distribution	<ul style="list-style-type: none"> Text edits. Consolidated redundant statements. Moved fund estimate info to section 4. Funding and Program Cycle
9. Funding for Active Transportation Plans in Disadvantaged Communities	Deleted.	<ul style="list-style-type: none"> Reduced redundancies. Merged information to Section 5 and Section 11. Eligible Project Types

5. Distribution

~~The ATP funds will be distributed via three components: Statewide component, Small Urban and Rural component, and the Metropolitan Planning Organization component. State and federal law segregate the ATP into multiple, overlapping components. The ATP Fund Estimate must indicate the funds available for each of the program components. Consistent with these requirements, the~~

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 up to 2% of the **available** funds **to** active transportation plans in **predominantly** disadvantaged communities.

Clarify and Simplify Language

Part II: Funding Overview

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
6. Distribution	5. Distribution	<ul style="list-style-type: none"> Text edits. Deleted redundancies

State and federal law ~~segregate the ATP into multiple, overlapping components direct the percentage of funds that must be distributed via each component. The ATP Fund Estimate must indicate the funds available for each of the program components. Consistent with these requirements, the~~ ATP funds must be distributed as follows: |

1) Fifty percent to the Statewide Component.

- ~~P~~projects are competitively awarded by the Commission ~~on a statewide basis.~~
- ~~A minimum of 25% of the funds in the statewide competitive program must benefit disadvantaged communities.~~
- A portion of funding distributed to the statewide Statewide component ~~funding is used to fund~~ the Active Transportation Resource Center; ~~to which is administered by Caltrans and provides~~ statewide technical assistance and support to all current and potential ATP applicants. The Center is administered by Caltrans. Procedures for the programming, allocation, and management of ATRC funds are included in (Appendix F). ~~Typical Active Transportation Resource Center activities include:~~
- ~~Providing technical assistance, training, resources, and tools to help agencies, especially those in disadvantaged communities, deliver existing and future projects and to strengthen community involvement in future projects.~~

2) Ten percent to the Ssmall uUrban and Rrural Component

- ~~areas with populations of 200,000 or less.~~ Projects are competitively awarded by the Commission ~~in these regions.~~
- 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 in the MPO component, it cannot ~~be eligible for~~ 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.
- 2) ~~A minimum of 25% of the funds in the Small Urban and Rural programs must benefit disadvantaged communities.~~

Clarify and Simplify Language

Part II: Funding Overview

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
6. Distribution	5. Distribution	<ul style="list-style-type: none"> Text edits. Moved SCAG requirement to new MPO Component section (green text)

3) Forty percent to the Metropolitan Planning Organizations (MPO) Component

o Projects are competitively awarded by eligible metropolitan planning organizations in consultation with the Commission and Caltrans.

3)o Eligible metropolitan planning organizations must be urban areas with a populations s greater than 200,000.

o These f~~unds are s~~ must be distributed to eligible metropolitan planning organizations -based on total MPO population. Apportionments for each metropolitan planning organization are identified in the Fund Estimate. The funds programmed and allocated under this paragraph must be selected through a competitive process by the MPOs in accordance with these guidelines.

o Projects selected by MPOs may be in large urban, small urban, or rural areas.

o A minimum of 25% of the funds distributed to each MPO must benefit disadvantaged communities.

~~o 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~~

Clarify and Simplify Language

Part II: Funding Overview

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
7. Matching Requirement	6. Matching Requirement	<ul style="list-style-type: none">Text edits.

6. Matching Requirement

~~The Commission Projects funded by the ATP~~ **does** not require a ~~funding match for ATP~~. Large ~~metropolitan planning organizations~~ **MPOs**, in administering a competitive selection process, may require a funding match ~~for projects selected through their competitive process~~.

Clarify and Simplify Language

Part II: Funding Overview

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
10. Reimbursement	8. Reimbursement	<ul style="list-style-type: none">Text edits and reduce redundancies.

9.8. Reimbursement

The ATP is a reimbursement program for eligible costs incurred. An agency may begin incurring eligible costs upon allocation. ~~For an item to be eligible for ATP reimbursement, that item's primary use or function must meet the ATP purpose and at least one of the ATP goals. Reimbursement is requested through the invoice process detailed in the Local Assistance Procedures Manual, Chapter 5, Invoicing.~~

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

Clarify and Simplify Language

Part III: Eligibility

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
11. Eligible Applicants	10. Eligible Applicants	<ul style="list-style-type: none">• Text edits• Moved relevant information from the end of this section to the top.
12. Partnering with Implementing Agencies	Deleted. Merged with Section 10	

10. Eligible Applicants

The following entities within the State of California are eligible to apply for ATP funds. Applicants and/or implementing agencies must be able to comply with all ~~the~~ federal and state laws, regulations, policies, and procedures required to enter into a Local Administering Agency-State Master Agreement (Master Agreement). ~~Refer to the Local Assistance Procedures Manual, Chapter 4, Agreements, for guidance and procedures on Master Agreements.~~

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

Clarify and Simplify Language

Part III: Eligibility

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
11. Eligible Applicants	10. Eligible Applicants	<ul style="list-style-type: none"> Text edits Moved relevant info at end of section to #1 (blue outline)

- 1) Local, ~~Regional~~regional, or ~~State-state~~ Agenciesagencies. Examples include cities, counties, ~~MPOmetropolitan planning organizations*~~, and ~~Regional regional Transportation-transportation Planning-planning Agencyagencies~~.
- o ~~Caltrans.* Caltrans-nominated p~~Projects ~~nominated by Caltrans~~ must be ~~coordinated and alignedconsistent~~ with local and regional priorities. Caltrans is required to submit documentation showing:
 - ~~that local feedback solicited in advance of applying that shows communityies are supportive of -and have provided feedback on the proposed Caltrans ATP projectproject, and -~~
 - ~~no other fund source is available for the projectCaltrans must submit documentation to support the need to address the project with ATP funds, rather than other available funding sources, such as the State Highway Operations and Protection Program (SHOPP) funds.-~~

- o Caltrans and ~~MPOs metropolitan planning organizations~~, except for ~~MPOs metropolitan planning organizations~~ that are also regional transportation planning agencies, are not eligible ~~for to receive~~ the federal Transportation Alternative Program funds appropriated to ATP. ~~Therefore, funding awarded to projects submitted directly by Caltrans and MPOs is limited to other ATP funds.~~
 - Caltrans and ~~MPOs~~metropolitan planning organizations may partner with an~~other~~ eligible entity to expand funding opportunities.

~~* Caltrans and MPOs, except for MPOs that are also regional transportation planning agencies, are not eligible project applicants for the federal Transportation Alternative Program funds appropriated to ATP. Therefore, funding awarded to projects submitted directly by Caltrans and MPOs is limited to other ATP funds. Caltrans and MPOs may partner with an eligible entity to expand funding opportunities.~~

Clarify and Simplify Language

Part III: Eligibility

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
11. Eligible Applicants	10. Eligible Applicants	<ul style="list-style-type: none"> Text edits Moved info for #5 to new section about contracting for Tribal Govt's

- 2) Transit Agencies. Any agency responsible for public transportation that is eligible for funds under from the Federal Transit Administration.
- 3) Natural ~~Resources resource~~ or ~~Public public Land land a~~ Agencies. ~~A f~~ Federal, Tribal, ~~State 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 governments~~ – federally recognized Native American Tribes.
- ~~o Tribal governments that are awarded funding have several options for contracting, such as a fund transfer to a federal agency or partnering with another eligible entity. Caltrans will work with Tribal governments to determine a Tribe's preferred contracting option.~~
- 6) Private nonprofit, tax-exempt organizations that are responsible for the management of public lands. The following restrictions apply: ~~may only apply with~~
- o Projects must be eligible for Recreational Trails Program funds.
 - o 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.
 - ~~o Projects must benefit the general public, not only a private entity.~~
- ~~7) 7) Any other entity with responsibility for oversight of transportation or recreational trails that the Commission determines to be deemed eligible. Eligibility should be established with Commission staff before the application deadline.~~

Clarify and Simplify Language

Part III: Eligibility

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
12. Partnering with Implementing Agencies	None	<ul style="list-style-type: none"> Text edits Merged entire section into Section 10. Eligible Applicants Moved text to start of Section 10. (green outline) Removed redundant language (blue outline)
<p>11. Partnering with Implementing Agencies</p> <p>Applicants and/or implementing agencies must be able to comply with all the federal and state laws, regulations, policies, and procedures required to enter into a Local Administering Agency State Master Agreement (Master Agreement). Refer to the Local Assistance Procedures Manual, Chapter 4, Agreements, for guidance and procedures on Master Agreements.</p> <p>The Commission requires project Baseline Agreements (see Section 28) for ATP projects with a total project cost (all funds) of \$25 million or greater or a total programmed amount of \$10 million or greater of ATP funds.</p> <p>Eligible applicants that are unable to <u>apply for ATP funds</u>meet the application requirements, such as PSR equivalency, or that are unable to<u>can't</u> enter into a Master Agreement with the State must have the option to partner with another eligible applicant that can implement the project<u>meet the requirements</u>. In addition, eligible applicants that are unfamiliar with the requirements to administer a Federal-Aid Highway Program project are <u>also</u> encouraged to partner with an eligible <u>applicant agency</u> that can implement the project.</p>		<p>If another entity agrees to be the<u>Projects that will be</u> implementing<u>ed by an</u> agency other than the applicants must provide documentation of the agreement between the project applicant and the implementing agency with the project application. and The implementing agency must assume responsibility for the <u>project including</u> ongoing operations and maintenance of the facility. documentation of the agreement (e.g., letter of intent) must be submitted, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the first request for allocation. The implementing agency will be<u>is</u> responsible and accountable for the use and expenditure of program funds <u>as well as fulfilling the reporting requirements</u>.</p>

Clarify and Simplify Language

Part III: Eligibility

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
13. Eligible Projects	12. Eligible Project Types	<ul style="list-style-type: none"> Clarified information in the section. Merged funding restrictions to a new section (blue outline) Moved text to Section 1 (green outline)

12. Eligible Projects Types

~~All projects eligible for programming must be selected through a competitive process and must meet one or more of the ATP goals. See Appendix B for example projects.~~

~~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 large transformative projects that significantly expand the active transportation opportunities in a community or a region.~~

- 1) Infrastructure Projects: Capital projects that will further the goals of the ATP. ~~This typically includes the environmental, design, right of way, and construction phases of a capital (facilities) project.~~

~~A new infrastructure project will not be programmed without a complete Project Study Report (PSR) or PSR equivalent.~~

~~The application will be considered a PSR equivalent if it defines and justifies the project scope, cost, and schedule. Though the PSR or equivalent may focus on the project phases proposed for programming, it must provide at least a preliminary estimate of costs for all phases. PSR guidelines are posted on the State Transportation Improvement Program (STIP) page of the Commission's website under "Background Information." Feasibility studies are not considered PSR equivalent documents.~~

~~1) Further guidance can be found in the Caltrans Project Development Procedures Manual.~~

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

- o Applicants may apply for pre-construction and construction phases:

i. project approval and environmental document (PAED);

ii. plans, specifications, and estimates (PSE);

iii. right-of-way (RW);

iv. construction (CON); and

—construction non infrastructure (CON NI), if applicable.

- 2) Applicants ~~who are~~ applying for projects on the state highway system ~~should~~ **must** attach a completed State Highway System Project Impact Assessment Form to the application. This form can be obtained from the [Caltrans 2025-2027 Active Transportation Program website](#).

Clarify and Simplify Language

Part III: Eligibility

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
13. Eligible Projects	12. Eligible Project Types	<ul style="list-style-type: none"> Clarified information in the section

- 2) ~~Plans: The development of a community-wide active transportation plan. Eligible plan types include bicycle, pedestrian, safe routes to school, or a comprehensive active transportation plan. All plans must be within a disadvantaged community or, for area-wide plans, that encompasses or is predominately located in a at least one disadvantaged community. See Appendix A for Plan Project-project Guidanceguidance. The following priorities are established for funding plans:~~
- ~~The Ffirst priority: for the funding of plans will be for eligible applicants that have neitherdon't have any eligible plans a bicycle plan, a pedestrian plan, a safe routes to schools plan, nor a comprehensive active transportation plan.~~
 - ~~The sSecond priority: for the funding of plans will be for eligible applicants that have at least one a bicycle plan, pedestrian plan, or safe routes to school plan, but not all.~~
 - ~~The tthird priority: for the funding of plans will be foreligible applicants that wish to -updatees to an active transportationeligible plan that is more than five years old.~~
 - ~~The lowest priority: for the funding of plans will be foreligible applicants that wish to -updatees to an active transportationeligible plan that is five years old or less.~~

- 3) ~~Non-infrastructure (NI) Projects: Education and encouragement programs that further the goals of the ATP. See Appendix B for example NI activities.~~

~~3)o~~ NI projects are not limited to those benefiting school students.

~~4)o~~ NI projects can be start-up programs or new components of existing programs. A project is considered to be a start-up when no program currently exists.

~~5) The Commission intends to focus NI funding on start-up projects. A project is considered to be a start-up when no program currently exists.~~

~~6)o~~ A project with components added to an existing program must demonstrate how the original program is continuing without ATP funding.

~~7)o~~ All NI projects must demonstrate how the program is sustainable and will be continued after ATP funding is exhausted.

~~8) ATP cannot fund existing or ongoing program operations.~~

Clarify and Simplify Language

Part III: Eligibility

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
13. Eligible Projects	12. Eligible Project Types	<ul style="list-style-type: none"> Clarified information in the section Quick Build Projects in the ATP to be discussed at a future workshop.
<p>4) Combination infrastructure projects with and non-infrastructure program components. These are cCapital projects with education or encouragement components<u>programs</u>.</p> <p>o Information regarding tThe non-infrastructure component should be mentioned<u>included</u> throughout the application and enhance the infrastructure project.</p> <p>5) When the non-infrastructure component is dependent on the infrastructure project, and its implementation must occur after the completion of the infrastructure project, tThe project schedule<u>application and the -and</u> project programming request (PPR) must clearly reflect <u>the costs and schedule for both the capital project and the non-infrastructure program.</u> the sequential delivery of both components. </p>		
<p>6)5) <u>Quick-Build Projects</u>: The Commission will consider a small number of quick-build projects for the <u>2025 ATP</u>. Quick-build projects are interim capital infrastructure projects that further the goals of the ATP. These projects require construction, and are built with durable, low to moderate cost materials but last from one year to five years. See <u>Appendix D</u> for additional details.</p>		

Delete Section

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
<div>16. Justice40 Initiative</div> <div> <div>15. Justice40 Initiative</div> <div> <p>The Biden Harris Administration created the Justice40 Initiative under Executive Order 14008 to confront and address decades of underinvestment in disadvantaged communities. The Initiative will bring resources to communities most impacted by climate change, pollution, and environmental hazards. Justice40 is an opportunity to address gaps in transportation infrastructure and public services by working toward the goal that at least 40% of federal investments benefit disadvantaged communities.</p> <p>At least 40% of federal funds programmed in the Active Transportation Program must benefit communities identified as disadvantaged in the federal Climate and Economic Justice Screening Tool (CEJST) or the United States Department of Transportation (US DOT) Equitable Transportation Community (ETC) Explorer.</p> <p>Applicants are required to provide census tract numbers for the project area as part of the application. Commission staff will determine whether a project meets Justice40 eligibility requirements using the CEJST and the ETC Explorer.</p> <p>The 40% threshold applies to all federal funds in the program and may be higher or lower in individual components.</p> </div> </div>	None	<ul style="list-style-type: none"> • The tools provided during the Biden-Harris Administration are no longer available on federal sites. • The ATP has historically exceeded the 40% milestone required by the Initiative.

Clarify and Simplify Language

Part IV: Project Application

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
18. Application Submittal Requirements	14. Application Submittal Requirements	<ul style="list-style-type: none"> • Reduced redundancies. • Clarified and simplified language

V.IV. Project Application

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

14. Application Submittal Requirements

~~There are six different applications available for a~~ Applicants must choose one of six applications to complete, depending on the project type and size. ~~It is incumbent on the applicant to complete the application appropriate for their project.~~ Applicants applying for infrastructure projects must utilize the application type based on the entire project cost, not the ATP request amount. All eligible projects must apply with one of the following application types. Applications for plans ~~may~~ cannot be combined with ~~applications for infrastructure or non infrastructure projects~~ another project type. It is incumbent on the applicant to complete the application appropriate for their project.

Clarify and Simplify Language

Part IV: Project Application

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
18. Application Submittal Requirements	14. Application Submittal Requirements	<ul style="list-style-type: none"> Reduced redundancies. Clarified and simplified language Deleted information not relevant to choosing an application type

When choosing an application for a capital project, applicants must consider the entire project cost, not only the ATP request amount. The six application types are:

1. Large Project application: , projects with a total project cost greater than \$10 million

a) Infrastructure only or

4.b) Combination Infrastructure/ and Non-infrastructure.

- ~~Projects with a total project cost of greater than \$10 million will be considered a large project and must use the Large Project application.~~ Caltrans and Commission staff may conduct onsite field reviews on a random selection of projects ~~that qualify as large projects using this application.~~ Field reviews are not indicative of the project's likelihood ~~of to~~ receiving funding.
- Projects that qualify for the large application ~~do not need to apply for construction and may have the option to~~ apply only for pre-construction phases ~~only~~.

2. Medium Project application: , Infrastructure only or Infrastructure/Non-infrastructure:

~~P~~projects with a total project cost of ~~more than \$3.501~~ million ~~and up to \$10 million will be considered a medium project and must use the Medium Project application.~~

a) Infrastructure only

a)b) Combination Infrastructure and Non-infrastructure

3. ~~Small Project application: , Infrastructure only or Infrastructure/Non-infrastructure:~~

~~P~~projects with a total project cost of \$3.5 million or less ~~will be considered a small project and must use the Small Project application.~~

a) Infrastructure only

• b) Combination Infrastructure and Non-infrastructure

4. Non-infrastructure only application:

5. Plan application:

- ~~Applicants can only apply for a plan with the Plan application. This application cannot be combined with any other type of project. Plan projects must be within or encompass a disadvantaged community.~~

4.6. Quick-Build:

- Applicants should refer to Appendix D for more information on applying for a quick-build project.

Clarify and Simplify Language

Part IV: Project Application

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
18. Application Submittal Requirements	14. Application Submittal Requirements	<ul style="list-style-type: none"> Reduced redundancies. Clarified and simplified language Moved information not relevant to this section Moved to top of section (green outline)

~~17. Application Submittal Requirements~~

~~Applications must be submitted using the online ATP application portal. Applicants to the 2025 Active Transportation Program are not required to submit hardcopies to the Commission.~~

The Commission requires that:

- All project applications ~~must~~ include the signature of the Chief Executive Officer or other officer authorized by the applicant's governing board.
- ~~Projects that will be implemented by an agency other than the applicant must submit documentation of the agreement between the project applicant and the implementing agency with the project application.~~
- ~~A project application must also include documentation of all other funds committed to the project.~~
- 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.

~~In addition to submitting A Regional Transportation Planning Agency, a or County Transportation Commission, or a MPO may request that an applicant in their jurisdiction send a copy of a their project application to the Commission, a copy must also be sent agencies listed below. These may require a hardcopy or electronic version. Check with the requesting agency for their preference on how an application is submitted to them.~~

~~Regional Transportation Planning Agency or County Transportation Commission within which the project is located.~~

~~The MPO (a contact list can be found at the Transportation Planning Website.)~~

Clarify and Simplify Language

Part IV: Project Application

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
15. Minimum Request for Funds	15. Minimum Request for Funds	<ul style="list-style-type: none">• Clarified language.• Moved MPO information to new section (green outline)

15. 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 ~~that will be considered~~ is \$250,000. This minimum does not apply to non-infrastructure projects, safe routes to school projects, recreational trail projects, plans, and quick-build program projects. MPOs, in administering a competitive selection process, may use a different minimum funding-size request amount.

~~Use of a minimum funding request amount greater than \$500,000 must be approved by the Commission prior to the MPO's call for projects.~~

Clarify and Simplify Language

Part IV: Project Application

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
25. State-Only Funding Designation	16. Request for State-Only Funding	<ul style="list-style-type: none"> Clarified language. Moved MPO information to new section (green outline) Moved entire section from Part VI. Programming to Part IV. Project Application

16. Request for State-Only Funding Designation

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 competitions 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.

~~In the MPO component, it is the responsibility of each MPO to designate projects for State-only funding when submitting their programming recommendation. The recommendations are not to exceed the allotted State-only funds specified in the adopted 2025 ATP Fund Estimate. If a project is not designated for State-only funds in the adopted MPO component and later requires State-only funding, the MPO must modify the State-only fund designations among all its programmed projects so that the State-only fund designations do not exceed the allotment in the adopted 2025 ATP Fund Estimate. The MPO must inform Caltrans of any changed State-only funding designations before submitting an allocation request for any affected project and inform the Commission which State-only funded project(s) will be converted to federal funds.~~

All programmed quick-build projects will be designated for State-only funding.

Clarify and Simplify Language

Part V: Project Selection Process

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
Part V. Project Selection Process	Part V. Project Selection Process	<ul style="list-style-type: none"> Clarified language.

V. Project Selection Process

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

~~The ATP has a sequential selection process. Commission staff will first select projects to be recommended for funding in the statewide component based on score, eligibility and deliverability, and program capacity. 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.~~

~~Commission staff will next select projects to be recommended for funding in the small urban and rural component based on score, eligibility and deliverability, and program capacity. 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 ten large 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 located not funded in the statewide component that are located within the boundaries of one of the ten largest MPOs metropolitan planning organizations must be considered for funding in the MPO component. if the project was not selected for funding in the statewide component. Each of the ten largest MPOs The metropolitan planning organizations will select projects to be recommended for funding submit a recommended program of projects in accordance with as described in **Section 22** and the instructions provided therein.~~

~~The Commission will consider and vote whether to adopt the recommendations made in the statewide, small urban and rural, and MPO components.~~

Clarify and Simplify Language

Part V: Project Selection Process

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
14. Eligibility Screening Criteria	17. Screening Criteria	<ul style="list-style-type: none"> Moved section from Part III. Eligibility to Part V. Project Selection Process Clarified language.

19.17. ~~Eligibility~~ Screening Criteria

Applications ~~will receive an initial~~ are screened by the Commission to assess if the project is an active transportation project and meets the primary purpose and goals of the Active Transportation Program as specified in Part I, Section 1.

In addition, during the review process, applications are screened by Commission and Caltrans staff for completeness and eligibility, before being evaluated. Incomplete or ineligible applications will not be evaluated. Before evaluation, project applications will be screened 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 c~~Consistent~~cy with an adopted regional transportation plan.
- Use of ~~appropriate~~ the correct application type.
- The application demonstrates that all other funds for the proposed project are committed.
- The request for ATP funds is not S~~supplanting~~supplanting other committed funds. ~~a~~A project that is already fully funded will not be considered for funding in the ATP. ~~ATP funds cannot be used to supplant other committed funds.~~
- The project demonstrates that it is an E~~Eligible~~ligible ility of project type ~~the project must be one of the five types of projects listed as specified in~~ **Section 13** of these guidelines.

Clarify and Simplify Language

Part V: Project Selection Process

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
14. Eligibility Screening Criteria	17. Screening Criteria	<ul style="list-style-type: none"> Clarified language.

- ~~The projects applying for funding in pre-construction phases are also applying for funding in the construction phase. With the exception~~Except for applicants using the large infrastructure application, ~~as~~ outlined in **Section 26**IV. of these guidelines. ~~pre-construction phases must also apply for funding in the construction phase.~~
- ~~The total rRequest for ATP funds is a -of at least the minimum request amount of \$250,000 as outlined in~~ **Section 15** 14 of these guidelines.
- ~~The proposed pProjects that are already fully funded or projects that are a capital improvementis not required as a condition for private development approval or permits are not eligible for ATP funding.~~
- ~~A-The project applicant found to havehas not purposefully misrepresented information that could affect a project's score. Should this occur, may result in all project submittals from the applicant may being excluded removed from the current program for the current cycle applicant pool and as well as that of the following subsequent cycle.~~

~~Projects that are screened out because of the above listed criteria will not be considered eligible for the ATP and will not be evaluated or given a score. Applicants with projects that are screened outdeemed ineligible or purposefully misrepresented information will be notified as soon as non-eligibility a determination has been determinedfound.~~

Clarify and Simplify Language

Part V: Project Selection Process

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
19. Project Evaluation Committee	18. Project Evaluation Process	<ul style="list-style-type: none"> Clarified language.

~~20.18.~~ Project Evaluation ~~Committee~~ Process

~~Proposed projects are scored by multidisciplinary evaluation teams. Commission staff will form a multidisciplinary project evaluation committee to assist in evaluating project applications. In forming the project evaluation committee, staff will seek volunteer evaluators participants with that represent communities from all parts of the state that have expertise in bicycling activeand pedestrian transportation, community engagement, expertise in Safe safe Routes routes to Schools schools projects, and expertise in projects that benefiting disadvantaged communities. Additionally, staff will seek a geographically balanced Evaluators may include staff representation from state agencies, large MPOsmetropolitan planning organizations, regional transportation planning agencies, localjurisdictionscities and counties, including those located in small urban and rural areas, and non-governmental organizations.~~

Priority for participation ~~in-on anthe~~ evaluation ~~teamcommittee~~ will be given to those who do not represent a project applicant or will not benefit from ~~any~~ submitted projects. Except for Caltrans, no more than two evaluators from one agency will be chosen to ensure a broader representation of evaluators. ~~If more than two individuals from an agency would like to be evaluators, e~~Excess volunteers will be placed on ~~anthe~~ alternate list ~~and asked to be evaluators shouldthat will be accessed if~~ positions become available. Consultants will not be considered for participation ~~in-the evaluation | committee.~~

Commission and Caltrans staff will collaborate with the Department of Parks and Recreation to ~~review and selectevaluate proposed projects to-bthat will be~~ funded with federal Recreational Trails Program funds~~to ensure federal requirements are met.~~

Clarify and Simplify Language

Part V: Project Selection Process

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
19. Project Evaluation Committee	18. Project Evaluation Process	<ul style="list-style-type: none"> Clarified language.

A. Project Evaluator Team Process

~~All eligible project applications received will be evaluated by an~~Each evaluator team is comprised of two volunteers, ~~one from~~one representing northern California and ~~one from~~one southern California, if possible. ~~All e~~Each evaluator ~~are required to~~must participate in an ATP evaluator training and sign a conflict-of-interest form before receiving their assigned applications ~~to review~~. Failure to complete either one means removal from the evaluator team.~~The conflict of interest form requires the potential evaluator to list any projects that could present a conflict of interest and to certify that the evaluator can and will review project applications objectively.~~

Evaluator teams ~~will be~~are not ~~be~~ assigned project applications ~~from any applicant located within the county (or counties) where they live and work. Each evaluator team members reviews their assigned applications and must agree on a consensus scores for by each question. Teams must use the for each application based on the~~Scoring Rubric developed by Commission staff, Caltrans, and the ATP workgroup. Evaluators ~~submit consensus score forms to Commission staff. Evaluators must be required to include meaningful comments on each consensus score form that explain the given consensus scores. Any consensus score forms without meaningful comments will be returned to the evaluator team for completion.~~

~~Simultaneously with~~Concurrent to evaluator team scoring reviews, Commission staff ~~will read and score~~s every application to provide a check score ~~for evaluators. In addition, Caltrans staff review project layouts, maps, and estimate each application to ensure PSR equivalency and consistency with the proposed scope scope deliverability. Every consensus score is compared to the check score. This process allows for~~ Commission staff use the check scores to identify errors or discrepancies with evaluator team scoring. To ensure score consistency, Commission 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. Commission and Caltrans staff will meet with every team to discuss their scores, even if there are no issues.

Clarify and Simplify Language

Part V: Project Selection Process

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
19. Project Evaluation Committee	18. Project Evaluation Process	<ul style="list-style-type: none">Clarified language.

B. Scoring Rubrics

Each application type has a corresponding complementary scoring rubric that ~~outlines the scoring criteria for each question. must be used by the E~~evaluator teams ~~must use the correct scoring rubric when reviewing to score their~~ assignedan applications. The scoring rubrics provide a consistent framework, ensuring that projects are evaluated ~~on with~~ the same standards. The Commission anticipates publishing ~~a the~~ scoring rubric for each ~~project~~ application type by March ~~29xx, 2024~~2026. ~~A to allow a~~ applicants are encouraged to utilize the rubric when ~~writing preparing their project~~ applications.

Clarify and Simplify Language

Part VIII: Project Delivery

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
VIII. Allocations	VIII. Project Delivery 29. Allocations	<ul style="list-style-type: none">Consolidated two Parts: Allocations and Program AmendmentsClarified language.Consistency with other CTC guidelines

VIII. ~~Program~~ / Project ~~Amendments~~ Delivery

~~IX.29.~~ 29. 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, after receipt of the request,~~ 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 project component will be lapsed.~~

Clarify and Simplify Language

Part VIII: Project Delivery

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
VIII. Allocations	29. Allocations	<ul style="list-style-type: none"> Clarified language. Consistency with other CTC guidelines

Allocation Review Process

Caltrans will review the ~~request and determine whether or not to~~allocation and provide a recommendation ~~the request~~ to the Commission for action. The recommendation ~~from Caltrans must will~~ include:

- ~~a d~~Determination of project readiness, ~~the~~
- ~~a~~Availability of appropriated funding, ~~the~~
- ~~A~~availability of all identified and committed supplementary funding, ~~and the~~
- ~~e~~Consistency with the project’s Baseline Agreement, if applicable.
- ~~Consistency with the project scope in the application or approved scope amendment~~
- ~~For a~~ When Caltrans develops its construction allocation recommendation, ~~the Commission expects certification from~~ Caltrans ~~to~~ verifying that ~~a the~~ project’s plans, specifications, and estimate are complete, ~~and match the application scope or approved scope amendment~~, 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).

~~The Commission will only consider an allocation of construction funds to projects that are ready to advertise. Projects using the design build or design sequencing contracting methods shall be considered ready for allocation upon completion of environmental clearance. Readiness for projects to be transferred to the Bureau of Indian Affairs (BIA) or Federal Transit Administration (FTA) shall be consistent with BIA’s or FTA’s definition of readiness for transfer.~~

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

Clarify and Simplify Language

Part VIII: Project Delivery

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
VIII. Allocations	29. Allocations	<ul style="list-style-type: none"> Clarified language. Consistency with other CTC guidelines

Allocation Requirements

- a) In compliance with Section 21150 of the Public Resources Code, the Commission will not allocate funds ~~to for a non-infrastructure project or plan, or for design plans, specifications, and estimate;~~ right-of-way; or construction ~~of an infrastructure project,~~ 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, for 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 ~~the 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 ~~selected portion component of the program~~ must include a recommendation by the MPO.
- f) Readiness for projects to be transferred to the Bureau of Indian Affairs (BIA) or Federal Transit Administration (FTA) shall be consistent with BIA's or FTA's definition of readiness for transfer. Caltrans must note that the funds will be transferred in the recommendation.
- g) ~~Applicants that have partnered with an implementing agency~~ Projects implemented by an agency other than the applicant, must include a copy of the memorandum of understanding or interagency agreement between the parties project applicant and implementing agency with the allocation request.
- h) Projects using the design-build or design-sequencing contracting methods ~~shall~~ will be considered ready for allocation upon completion of environmental clearance.

Clarify and Simplify Language

Part VIII: Project Delivery

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
VIII. Allocations	29. Allocations	<ul style="list-style-type: none"> Clarified language. Consistency with other CTC guidelines

- ~~i) The Commission will consider the allocation request if the funds are available and the allocation is necessary to implement the project as included in the adopted ATP. All allocations are dependent on the availability of ATP funds. 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) To ensure the timely use of all program funds, the Commission will, contingent upon availability, 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 allocate funds to projects programmed in a future fiscal year on a first-come, first-served basis. Should requests for advance allocations exceed available capacity, the Commission will give priority to projects programmed in the current year. 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) ~~Any~~ Scope change requests must be presented to Caltrans for consideration prior to allocation in the manner described in **Section 29.**

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.

Clarify and Simplify Language

Part VIII: Project Delivery

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
VIII. Allocations	29. Allocations	<ul style="list-style-type: none">Information moved to other Sections

- ~~and only if the allocation is necessary to implement the project as included in the adopted ATP. The ATP does not fund cost increases. If there is a cost increase to the project, the implementing agency must submit an updated PPR form 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 will be lapsed. Caltrans implemented projects are the only exception to this provision. The Commission will consider funding a cost increase for Caltrans implemented projects if all other cost saving measures, such as scope modifications, have been exhausted and the project cannot proceed without additional funds. The additional funds will be apportioned from the subsequent ATP cycle. Caltrans cost increase requests must be approved by the Commission in the same manner as project cost increases for other Commission programs.~~
- ~~Applicants that have partnered with an implementing agency must include a copy of the Memorandum of Understanding or Interagency Agreement between the project applicant and implementing agency with the allocation request.~~

Clarify and Simplify Language

Part VIII: Project Delivery

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
32. Timely Use of Funds	32. Timely Use of Funds	<ul style="list-style-type: none"> Clarified language. Consistency with other CTC guidelines Created two sections for timely use of funds policy

~~33.~~32. ~~_____~~ 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. When funds are not allocated within the fiscal year they are programmed or within the time allowed by an approved extension, the funds will lapse, and the phase will be deleted from the Active Transportation Program~~

- ~~• **Allocation deadline.** Each allocation for a programmed project phase must be requested in the fiscal year that 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.~~

~~Construction contracts must be awarded and executed within six months of construction allocation. The Commission may extend the contract award deadline only once if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency that justifies the extension has occurred. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed twelve months.~~

Clarify and Simplify Language

Part VIII: Project Delivery

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
32. Timely Use of Funds	32. Timely Use of Funds	<ul style="list-style-type: none"> Clarified language. Consistency with other CTC guidelines Created two sections for timely use of funds policy

- **Project expenditure deadline (pre-construction).** Funds allocated for project development (Project Approval and Environmental Document (PA&ED), Plans, Specifications, and Estimate)s (PS&E), and/or Right-of-Way (RAW) 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 ~~or completion~~ deadline.

- **Project completion deadline.** After ~~the~~ 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 fund allocation, the implementing agency may request and that the Commission ~~may approve~~ extending the deadline for completion of work and the liquidation of funds beyond the 36 months allowed for project completion ~~of work and the liquidation of funds~~ if necessary to accommodate the proposed expenditure plan for the project. |

- **10-year requirement.** Projects ~~with a right-of-way phase programmed~~ must commence ~~the right-of-way~~ acquisition or construction phase within ten years of receiving pre-construction funding (Project Approval and Environmental Document ~~and/or~~ Plans, Specifications, and Estimate)s funding through the ATP, and must commence construction within ten years of receiving right-of-way funding through ATP. ~~Projects without a right-of-way phase programmed must commence construction within ten years of receiving Project Approval and Environmental Document and Plans, Specifications, and Estimates funding through ATP.~~ Otherwise, the implementing agency must repay the ATP funds, and the repaid funds may be made available for redistribution in ~~the subsequent programming~~ future ATP cycle.

Clarify and Simplify Language

Part VIII: Project Delivery

2025 Guidelines Section Name	2027 Guidelines Section Name	Updates
32. Timely Use of Funds	33. Timely Use of Funds – Time Extensions	<ul style="list-style-type: none"> Clarified language. Consistency with other CTC guidelines Created two sections for timely use of funds policy

34.33. Delivery Deadline Timely Use of Funds – Time Extensions

The Commission ~~may extend a delivery deadline~~ will consider extending the deadlines stated in, as described in Section 3230, upon ~~the~~ 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. However, there are separate deadlines for allocations, contract award, expenditures, and project completion. Each project phase has its own deadline extension request will be. The Commission may considered separately for each the extension for each deadline separately programmed project phase.

2.4. 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. For the An allocation ~~of funds~~ time extension request must be approved by the Commission before June 30 of the fiscal year the funds are programmed. ~~otherwise the funds will lapse~~

Clarify and Simplify Language

Part VIII: Project Delivery

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~~3.7. _____ Extension requests for a project in the MPO-selected portion of the program must include a recommendation by the MPO, consistent with the preceding requirements.~~

~~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.~~

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

- **Allocation extension (20 month 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 month 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 month 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 month 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.

Workshop Recap: Action Items

Next Steps

Central Workshop

Focus: Guidelines

September 17, 2025

9:00am – 12:00pm

[Register Here!](#)

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Thank you

