

2025 Active Transportation Program (Cycle 7)

Submittable Application Webinar | March 27, 2024



CALIFORNIA
TRANSPORTATION
COMMISSION

Agenda

- Creating an Account
- Navigating the Application Portal
- Navigating the Application Form
- Managing Submissions
- Applicant Support
- General Reminders and Tips

Creating an Account

Creating an Account

- <https://catc.submittable.com/submit>



The screenshot shows the California Transportation Commission website. At the top, there is a blue header with the text "Home" on the left and "View Your Submissions" on the right, accompanied by a yellow arrow pointing upwards. The main content area features the California Transportation Commission logo and the title "2025 Active Transportation Program". Below the title, there is a paragraph of text and a bullet point under the heading "Large Infrastructure".

Home View Your Submissions

**CALIFORNIA
TRANSPORTATION
COMMISSION**

2025 Active Transportation Program

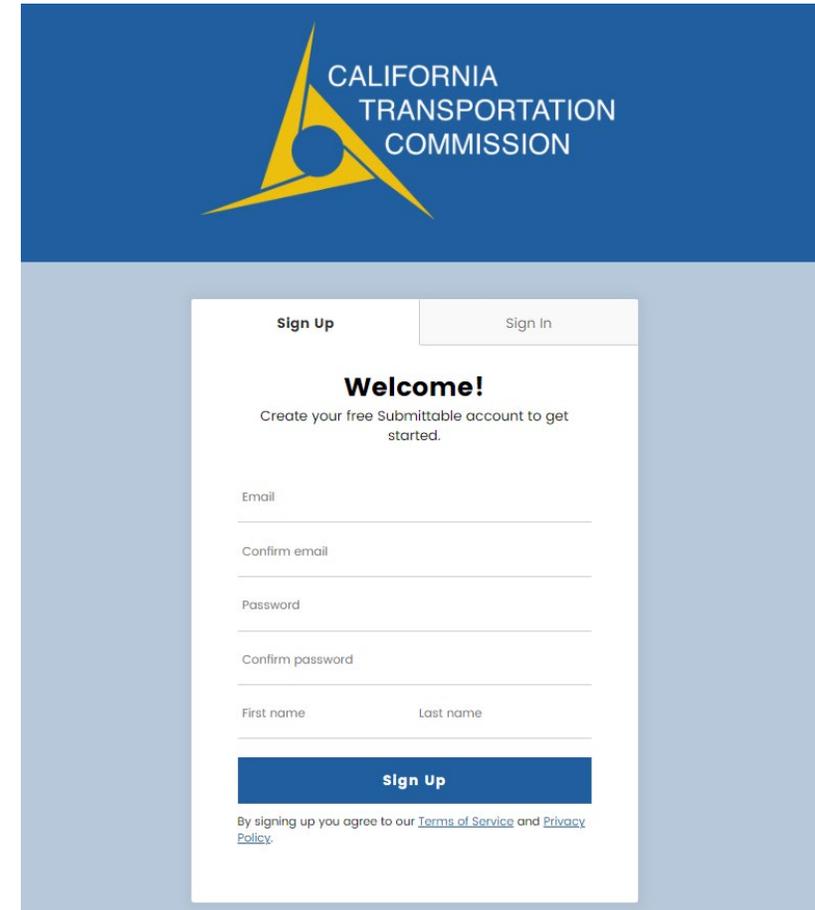
The 2025 Active Transportation Program call for projects will be released after the California Transportation Commission adopts the 2025 Active Transportation Program Guidelines at its March 21-22, 2024 meeting. Applications are due on June 17, 2024.

Please choose the appropriate application for your project type.

- **Large Infrastructure:** Infrastructure-only project with a total project cost of greater than \$10 million.

Creating an Account

- Either create a new account or login to an existing Submittable account



The screenshot shows the account creation interface for the California Transportation Commission. At the top, there is a blue header with the commission's logo and name. Below this, a white form is centered on a light blue background. The form has two tabs: 'Sign Up' (active) and 'Sign In'. The main heading is 'Welcome!' followed by the text 'Create your free Submittable account to get started.' The form contains several input fields: 'Email', 'Confirm email', 'Password', 'Confirm password', 'First name', and 'Last name'. A prominent blue 'Sign Up' button is located at the bottom of the form. Below the button, there is a small disclaimer: 'By signing up you agree to our [Terms of Service](#) and [Privacy Policy](#).'

Navigating the Application Portal

Navigating the Application Portal

- Home button will take you to the CTC ATP page
- Hover over your name for options to view your account
- Sitemap will take you to a menu where you can manage your submitted and in-progress applications



Navigating the Application Portal

- Links to application resources and attachment templates

2025 ATP Application Resources

General Active Transportation Program Information

- [California Transportation Commission Active Transportation Program webpage](#)
- [Caltrans Active Transportation Program webpage](#)

2025 Active Transportation Program Guidelines

- [2025 Active Transportation Program Guidelines \(Adopted March 22, 2024\)](#)

Other 2025 ATP Guidance

- [LAPG Ch 25: State Programs for Local Agency Projects](#)
- [ATP Eligible Infrastructure Costs Guidance](#)
- ATP Non-Infrastructure Guidance - *Coming Soon*
- Quick-Build Supplemental Guidance - *Coming Soon*

2025 ATP Application Scoring Rubrics – *Coming Soon*

- [2025 Large Infrastructure Project Application Scoring Rubric](#) (used for infrastructure only and combination infrastructure/non-infrastructure projects)
- [2025 Medium Infrastructure Project Application Scoring Rubric](#) (used for infrastructure only and combination infrastructure/non-infrastructure projects)
- [2025 Small Infrastructure Project Application Scoring Rubric](#) (used for infrastructure only and combination infrastructure/non-infrastructure projects)
- [2025 Non-Infrastructure Project Application Scoring Rubric](#)
- [2025 Plan Project Application Scoring Rubric](#)
- 2025 Quick-Build Project Application Scoring Rubric - *Coming Soon*

Other 2025 ATP Resources – *Coming Soon*

- 2025 Active Transportation Program Application Checklist
- 2025 ATP Disadvantaged Community Identifier Comparison Workbook

2025 ATP Application Attachments

- [Attachment A: Signature Page \(DOCX\)](#)
- [Attachment B: Engineers' Checklist \(DOCX\)](#)
- [Attachment E: Project Estimate \(Required for all Infrastructure Projects\) \(XLSX\)](#)
- [Attachment G: Non-Infrastructure Work Plan \(Exhibit 25-R\) \(XLSX\)](#)
- [Attachment H: Plan Scope of Work \(Exhibit 25-P\) \(XLSX\)](#)
- [Attachment J: State Funding Request \(Exhibit 25-F\) \(DOCX\)](#)
- [State Highway System Project Impact Assessment Form \(PDF\)](#)
- [ATP Corps Consultation Form \(PDF\)](#)

Navigating the Application Portal

- Select the appropriate application for the project type
- Select “Submit” to start an application
- Click the arrow next to “Guidelines” to see more information about each application type

The screenshot displays a list of application options for the 2025 ATP. Each option includes a title, a 'Guidelines' link, and a 'Submit' button. The first option, '2025 ATP Large Infrastructure Application', is highlighted with a yellow box around its 'Guidelines' link, and an orange arrow points to it from the right. Below this, there are six more application types, each with its own 'Guidelines' and 'Submit' buttons. The 'Submit' buttons are blue with white text. The 'Guidelines' links are in a smaller font and include a dropdown arrow.

Application Type	Ends on	Guidelines	Submit
2025 ATP Large Infrastructure Application	Mon, Jun 17, 2024 11:59 PM	Guidelines	Submit
2025 ATP Large Infrastructure/Non-Infrastructure Combination Application	Mon, Jun 17, 2024 11:59 PM	Guidelines	Submit
2025 ATP Medium Infrastructure Application	Mon, Jun 17, 2024 11:59 PM	Guidelines	Submit
2025 ATP Medium Infrastructure/Non-Infrastructure Combination Application	Mon, Jun 17, 2024 11:59 PM	Guidelines	Submit
2025 ATP Small Infrastructure Application	Mon, Jun 17, 2024 11:59 PM	Guidelines	Submit
2025 ATP Small Infrastructure/Non-Infrastructure Combination Application	Mon, Jun 17, 2024 11:59 PM	Guidelines	Submit
2025 ATP Non-Infrastructure Application	Mon, Jun 17, 2024 11:59 PM	Guidelines	Submit

Navigating the Application Form

Navigating the Application Form

- Each application has a screening form to ensure you're using the correct application for the project type. Select next when you've responded to the questions.

Is the total project cost of the proposed project over \$10 million? *

Yes
 No

This response should be based on **total project cost**, not ATP request.

Is this project only proposing infrastructure improvements? *

Yes
 No

As opposed to a project proposing infrastructure improvements in combination with non-infrastructure education and encouragement programs.

Next 

Navigating the Application Form

- If you are using the wrong application type, you will see the message below.
- If you are using the correct application type, you will see the application form.

Please consult the 2025 Active Transportation Guidelines to determine the correct application type. Questions can also be directed to ATP@catc.ca.gov.

[Return to California Transportation Commission \(CATC\)](#) →

Navigating the Application Form

- Application flow mimics the PDF application
 - Part A: General Application Questions
 - Part B: Narrative Questions
 - Part C: Application Attachments
- Many application questions are “branched”
- Questions with a red asterisk are required

Does this project qualify as benefitting a Disadvantaged Community? *

Yes
 No

A. Disadvantaged Community Map (0 points)

Attach a map of the project boundaries, disadvantaged community access points, and destinations: *

[Choose File](#)

Does this project qualify as benefitting a Disadvantaged Community? *

Yes
 No

If this project does not qualify as benefitting a disadvantaged community, the applicant should move on to question 2.

Navigating the Application Form

- To collaborate with other users, select “Manage Collaborators”
- Collaborators can edit and save the application but cannot submit
- You must communicate with collaborators outside of the platform



Part A: General Application Questions

Part A1: Applicant Information

Implementing Agency Name *

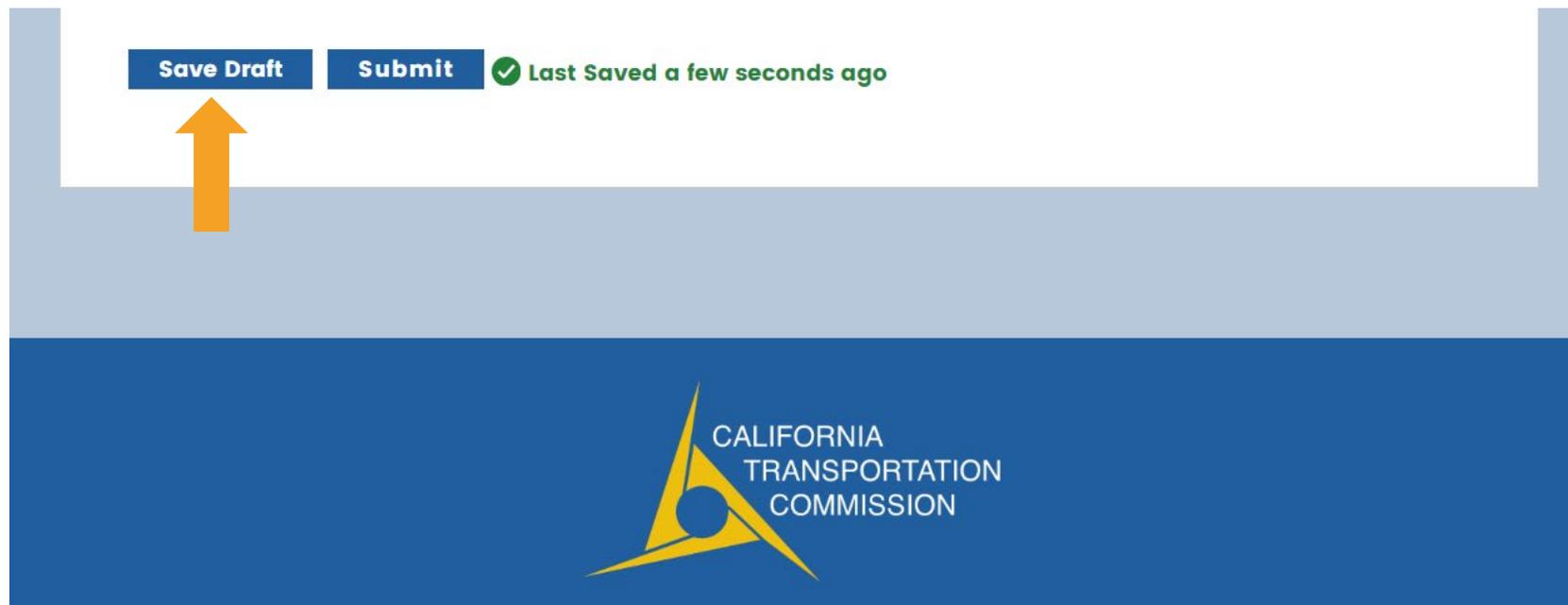
Limit: 300 characters

The Implementing Agency must enter into a Master Agreement with Caltrans and will be financially and contractually responsible for the delivery of the project within all pertinent Federal and State funding requirements, including being responsible and accountable for the use and expenditure of program funds. This agency is responsible for the accuracy of the technical information provided in the application and is required to sign the application.

Note for Tribal Governments: 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, and may not be required to enter into a Master Agreement. Caltrans will work with Tribal applicants to determine the Tribe’s preferred contracting option.

Navigating the Application Form

- Progress is autosaved periodically, but applicants should save progress regularly using the button at the bottom of the form.



Navigating the Application Form

- Word count limits shown under all questions
- Text provided under some questions with additional instructions
- Links to helpful resources and form templates provided throughout the application

A. Statement of Project Need (0-19 points)

Describe the community and the issue(s) that this project will address. How will the proposed project benefit the non-motorized users of all ages and varying abilities, including students, older adults, and persons with disabilities? What is the project's desired outcome and how will the project best deliver that outcome? *

Limit: 900 words

Discuss:

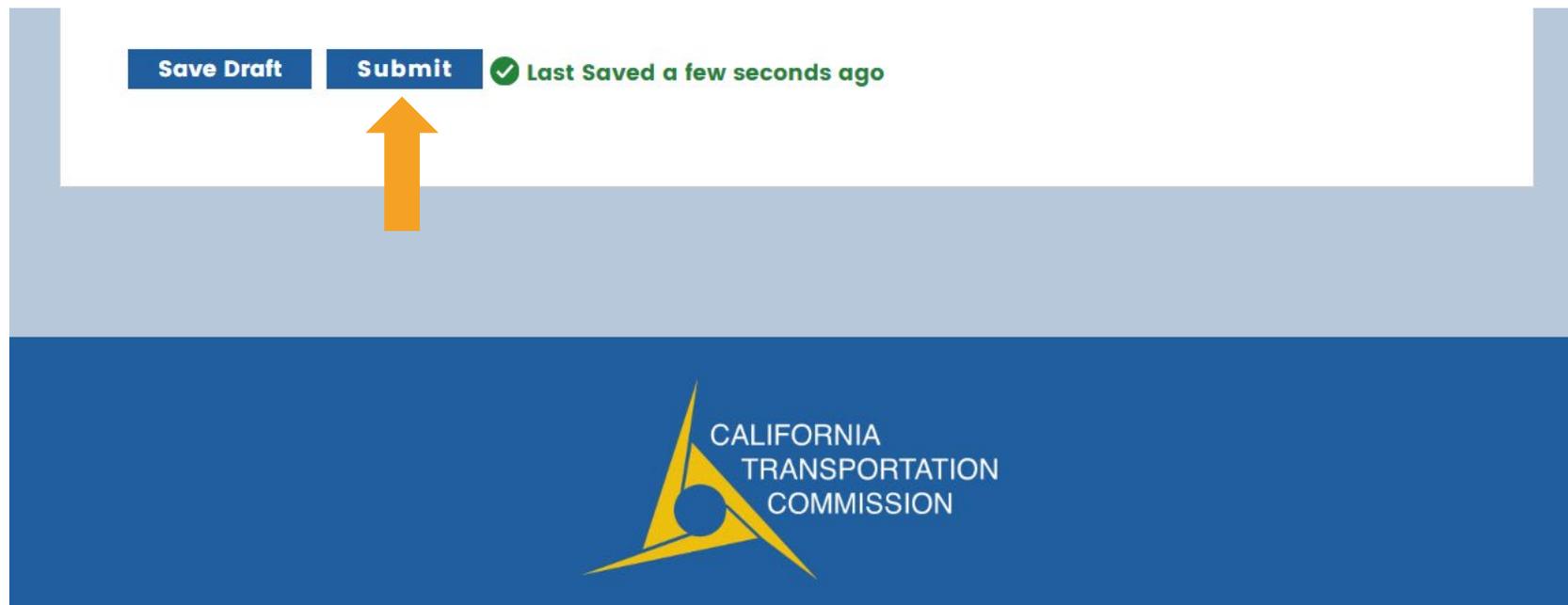
- Destinations and key connectivity the project will achieve.
- How the project will increase walking and/or biking.
- The lack of mobility. Does the population have limited access to cars, bikes, and transit? Does the project have an unserved or underserved demand?
- The need for the non-infrastructure program.

Local health concerns responses should focus on:

- Specific local public health concerns, health disparity, and/or conditions in the built and social environment that affect the project community and can be addressed through the proposed project. Please provide detailed and locally relevant answers instead of general descriptions of the health benefits of walking and biking (i.e., "walking and biking increases physical activity").
- Local public health data demonstrating the above public health concern or health disparity. Data should be at the smallest geography available (state or national data is not sufficient). One potential source is the [Healthy Places Index \(HPI\)](#).

Navigating the Application Form

- Once you're done, press submit. The application cannot be submitted until all required questions are completed.



Managing Submissions

Managing Submissions

- Tabs for submitted applications, drafts, collaborations, and external submissions

My Submissions 🔍

My Submissions | Drafts | Collaborations | External Submissions

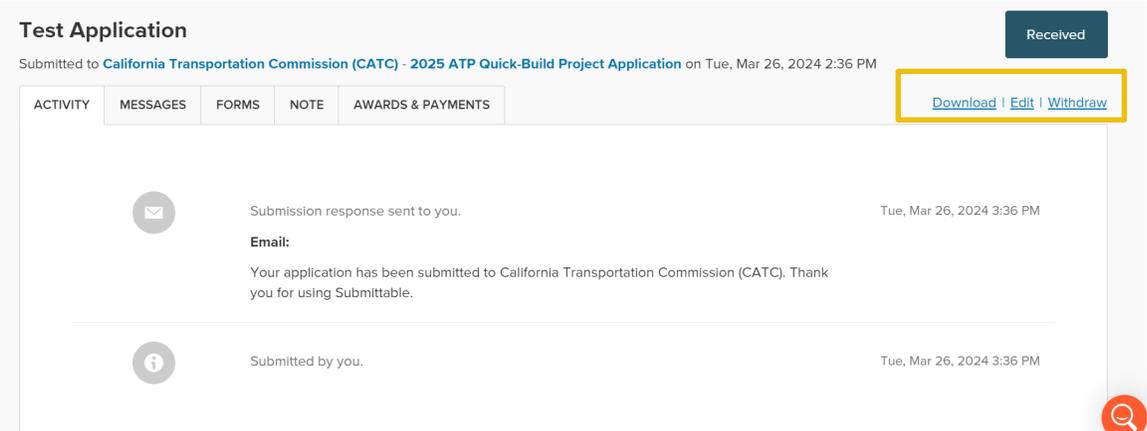
Sort by: Date (most recent) | Filter: Select... | Exports ▾

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
Received	Test Application	California Transportation Co...	2025 ATP Quick-Build Proje...	Mar 26, 2024

1 result

Managing Submissions

- My Submissions
 - Lists applications that have been submitted
 - Click on the application name. On the new screen, you have options to download a copy of your application, edit your application, and withdraw your application.
 - The edit requests will only be granted prior to the application deadline.



Managing Submissions

- Drafts
 - Applications that are in progress
 - Click “Continue” to work on an application in progress

My Submissions

My Submissions | Drafts | Collaborations | External Submissions

ORGANIZATION	OPPORTUNITY	DATE	
California Transportatio...	2025 ATP Large Infrastructure/Non-Infrastru...	Due: Jun 17, 2024 11:59 PM	Continue Delete
California Transportatio...	2025 ATP Large Infrastructure Application	Due: Jun 17, 2024 11:59 PM	Continue Delete

Managing Submissions

- Collaborations
 - Access to applications that others have invited you to collaborate on
 - Click “Continue” to work on an application in progress
 - REMINDER: Collaborators must communicate outside of Submittable. It’s possible to save over each other’s work, so be careful!

Organization	Project	Form	Deadline	Submitter
California Transportatio...	Sample 2025 ATP Application	2025 ATP Sample Application	Mar 22, 2024 5:00 AM	Beverley Newman-Burckhard Expired
California Transportatio...	2025 ATP Large Infrastructure/...	2025 ATP Large Infrastructure Appli	Jun 17, 2024 4:00 PM	Beverley Newman-Burckhard Continue

Applicant Support

Submittable Help Center

- <https://www.submittable.com/help/submitter/>
- Articles and videos on various topics
- Email address to send technical support questions
- **This should be your first stop for technical support questions**
 - Examples:
 - How do I collaborate on an application?
 - Why am I getting this error message?

What can we help you with?

Our Help Center has answers to frequently asked questions.

Note: **Please do not contact Submittable** support to inquire about the status of your submission(s). You must **contact the organization(s)** to which you submitted your work directly. Please click here to learn more about how to directly contact organizations to which you've submitted.

- What is the status of my submission?
- How do I create an account?
- How do I submit?
- How can I contact an organization to which I submitted?
- How can I view a submission that I've made?
- How can I request an edit to a submission?

I need help with something else

Send us a message anytime. Our business hours are 9am - 5pm MT. We aim to respond within 24 business hours.

Email Support for Technical Help

Application Content Questions

- Technical questions related to application content may be sent to Commission staff and/or Caltrans (see end of slide deck for contact information).
- Commission staff and Caltrans staff **cannot** provide advice on developing your application after the call for projects has been released.
- Examples of appropriate questions:
 - How do I download Median Household Income data?
 - What does this field in the PPR mean?
- Examples of questions we cannot answer (and will direct you to other resources instead):
 - What should I say about displacement in my application?
 - How can I strengthen my narrative on project need?

General Reminders and Tips

General Reminders

- Save your progress
- Communicate with others collaborating on an application
- Need technical support?
 - Go to the Submittable help center
- Have a technical question about application content?
 - Contact Commission or Caltrans staff

Application Tips

- Use the scoring rubrics
- Look at successful applications for ideas
- Evaluators probably won't be familiar with your community – tell your story!
- Keep attachments organized
- Attachments should complement your narrative – not replace it
- You can provide more than one map in map attachment fields (but they need to be combined into one file)
- Try all disadvantaged community identifiers

Questions

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Thank you!

