ACTIVE TRANSPORTATION PROGRAM

2021 ATP Cycle 5

Project Study Report (PSR) Equivalency

PRESENTATION OUTLINE

- ATP Background
- PSR Overview
- Engineer's Checklist
- Non-Infrastructure and Plan
- Wrapping It Up

ATP BACKGROUND

ATP BACKGROUND: GOALS

"The ATP goals include increasing proportion of trips by walking and biking, increasing safety and mobility, enhancing public health and includes a broad spectrum of projects to benefit many types of active transportation users."

ATP BACKGROUND: BY THE NUMBERS

841
Totaling $3 billion
Number of ATP projects programmed to date. This includes Cycles 1-4

601
Totaling $2.7 billion
Number of active projects

206
Completion Reports
Total number of Constructed Projects

Number of Scope Changes:

6
Major
(Approved)

71
Minor
(Approved)

8
Withdrawn

ATP BACKGROUND: TRENDS

6
Number of Fund Distributions Approved

19
Totaling $90 million
Number of projects that have lapsed or been cancelled

Number of ATP Time Extensions Approved

145
Cycle 1

163
Cycle 2

72+
Cycle 3

ATP BACKGROUND: PROJECT TYPES

The ATP has four basic project types:

1. Infrastructure: Capital improvements that will further the program goals
2. Non-Infrastructure: Education, encouragement, and enforcement activities that further the program goals
3. Plans: The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan in a disadvantaged community.
4. Combined: Infrastructure & Non-Infrastructure

ATP BACKGROUND: PROJECT TYPES

SMALL INFRASTRUCTURE

Total Project cost less than $2 Million

MEDIUM INFRASTRUCTURE

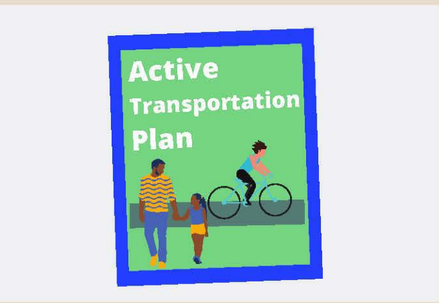
Total Project cost between $2 and $7 Million

LARGE INFRASTRUCTURE

Total Project cost greater than $7 Million

NON-INFRASTRUCTURE

Any Cost. Can be stand alone, or combined with an Infrastructure project



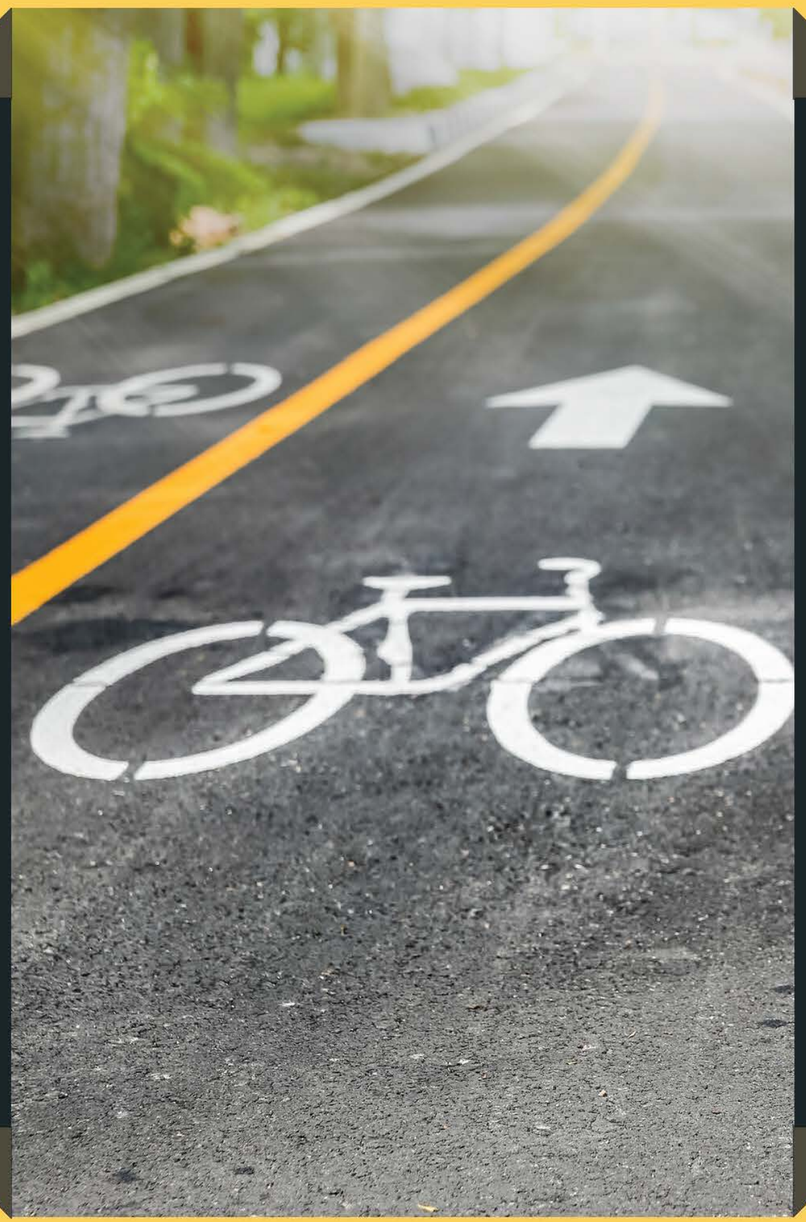
PLANS

Any Cost. Must be stand alone, can't be combined with any other application type

INFRASTRUCTURE

NON-INFRASTRUCTURE

PSR OVERVIEW

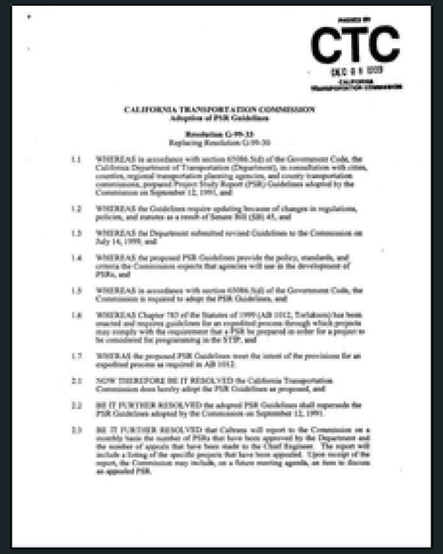


WHAT IS A PSR*?

***Project Study Report**

REQUIREMENTS & DEFINITIONS

- Project Study Reports and project study report equivalents are engineering reports whose purpose is to document agreement on the scope, schedule, and estimated cost of a project so that the project can be considered for inclusion in a future programming document such as the STIP. (PSRs are also used by Caltrans for certain project candidates for the State Highway Operation and Protection Program (SHOPP) and the Toll Bridge Program and for certain locally funded projects on the State highway system.)



CTC

CALIFORNIA TRANSPORTATION COMMISSION
Adoption of PSR Guidelines

Resolution G-99-33
Replacing Resolution G-99-30

1.1 WHEREAS in accordance with section 65086.5(d) of the Government Code, the California Department of Transportation (Department), in consultation with cities, counties, regional transportation planning agencies, and county transportation commissions, prepared Project Study Report (PSR) Guidelines adopted by the Commission on September 12, 1991, and

1.2 WHEREAS the Guidelines require updating because of changes in regulations, policies, and statutes as a result of Senate Bill (SB) 45, and

1.3 WHEREAS the Department submitted revised Guidelines to the Commission on July 14, 1999, and

1.4 WHEREAS the proposed PSR Guidelines provide the policy, standards, and criteria the Commission expects that agencies will use in the development of PSRs, and

1.5 WHEREAS in accordance with section 65086.5(d) of the Government Code, the Commission is required to adopt the PSR Guidelines, and

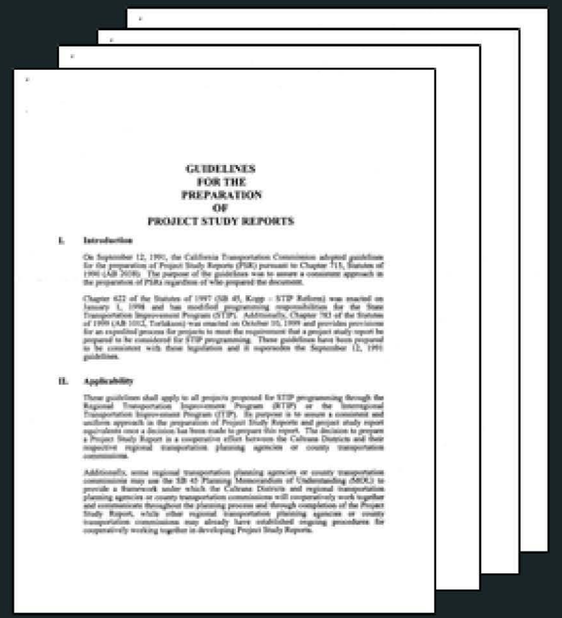
1.6 WHEREAS Chapter 783 of the Statutes of 1999 (AB 1012, Torlakson) has been enacted and requires guidelines for an expedited process through which projects may comply with the requirement that a PSR be prepared in order for a project to be considered for programming in the STIP, and

1.7 WHEREAS the proposed PSR Guidelines meet the intent of the provisions for an expedited process as required in AB 1012.

2.1 NOW THEREFORE BE IT RESOLVED the California Transportation Commission does hereby adopt the PSR Guidelines as proposed, and

2.2 BE IT FURTHER RESOLVED the adopted PSR Guidelines shall supersede the PSR Guidelines adopted by the Commission on September 12, 1991.

2.3 BE IT FURTHER RESOLVED that Caltrans will report to the Commission on a monthly basis the number of PSRs that have been approved by the Department and the number of appeals that have been made to the Chief Engineer. The report will include a listing of the specific projects that have been appealed. Upon receipt of the report, the Commission may include, on a future meeting agenda, an item to discuss an appealed PSR.



GUIDELINES
FOR THE
PREPARATION
OF
PROJECT STUDY REPORTS

I. Introduction

On September 12, 1991, the California Transportation Commission adopted guidelines for the preparation of Project Study Reports (PSR) pursuant to Chapter 715, Statutes of 1990 (AB 2038). The purpose of the guidelines was to ensure a consistent approach in the preparation of PSRs regardless of who prepared the document.

Chapter 622 of the Statutes of 1997 (SB 45, Kopp - STIP Reform) was enacted on January 1, 1998 and has modified programming responsibilities for the State Transportation Improvement Program (STIP). Additionally, Chapter 783 of the Statutes of 1999 (AB 1012, Torlakson) was enacted on October 10, 1999 and provides provisions for an expedited process for projects to meet the requirement that a project study report be prepared to be considered for STIP programming. These guidelines have been prepared to be consistent with these legislation and it supercedes the September 12, 1991 guidelines.

II. Applicability

These guidelines shall apply to all projects proposed for STIP programming through the Regional Transportation Improvement Program (RTIP) or the Interregional Transportation Improvement Program (ITIP). Its purpose is to ensure a consistent and uniform approach in the preparation of Project Study Reports and project study report equivalents once a decision has been made to prepare this report. The decision to prepare a Project Study Report in a cooperative effort between the Caltrans Districts and their respective regional transportation planning agencies or county transportation commissions.

Additionally, some regional transportation planning agencies or county transportation commissions may use the SB 45 Planning Memorandum of Understanding (MOU) to provide a framework under which the Caltrans Districts and regional transportation planning agencies or county transportation commissions will cooperatively work together and communicate throughout the planning process and through completion of the Project Study Report, while other regional transportation planning agencies or county transportation commissions may already have established ongoing procedures for cooperatively working together in developing Project Study Reports.

WHY DO WE NEED A PSR*?

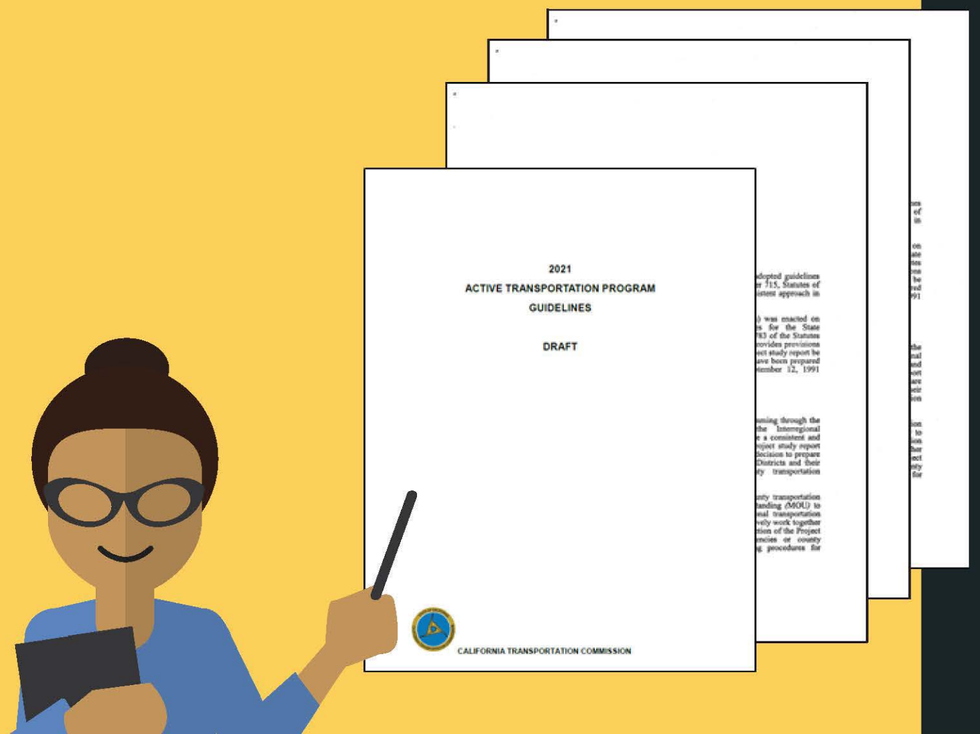
***Project Study Report**

REQUIREMENTS & DEFINITIONS

- Project Study Reports are prepared for State highway projects. The format of a PSR and its content are outlined in Caltrans Project Development Procedures Manual. Project study report equivalents are prepared for projects not on the State highway system. A project study report equivalent contains the same information required in a PSR, but need not be in the same format as a PSR.

PSR* REQUIRMENTS

***Project Study Report**

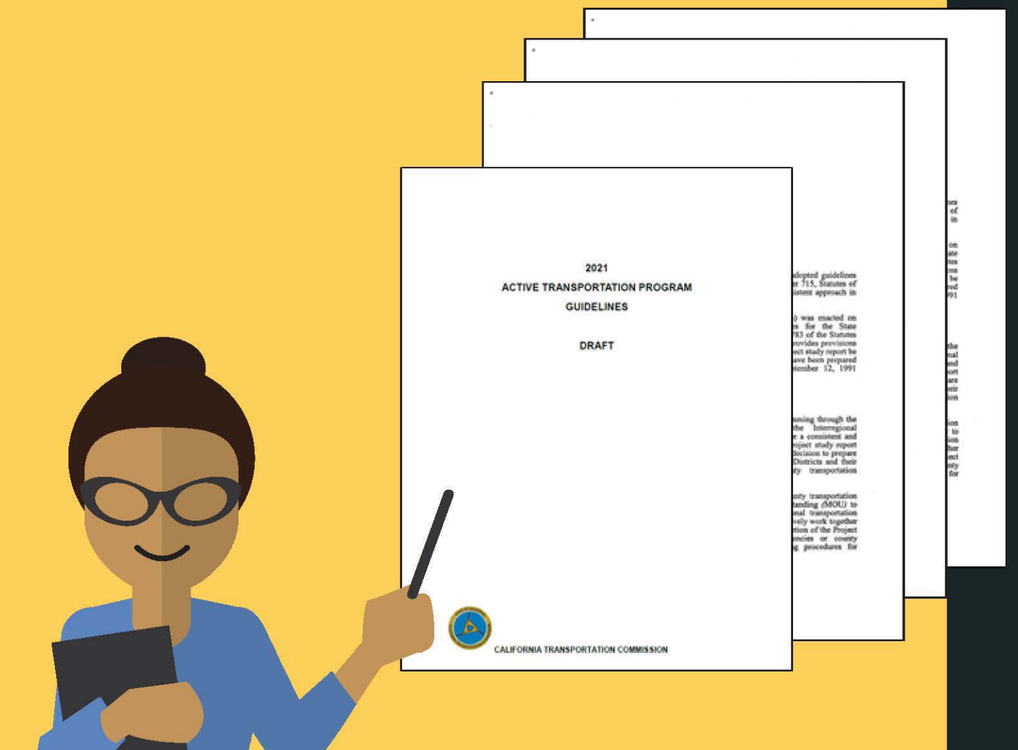


REQUIREMENTS & DEFINITIONS

- All projects eligible for programming must be selected through a competitive process and must meet one or more of the ATP program 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.

PSR* REQUIRMENTS

***Project Study Report**



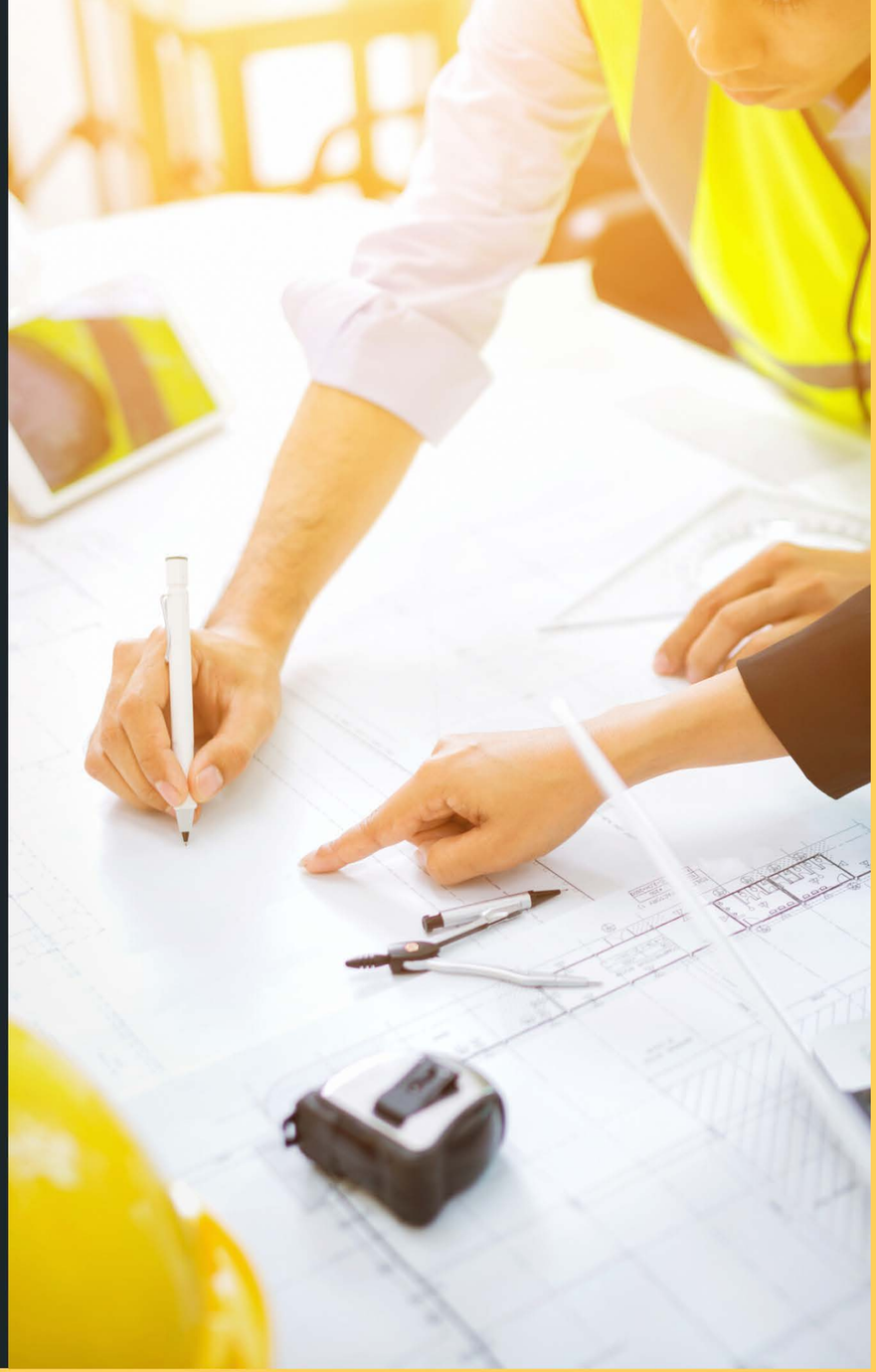
REQUIREMENTS & DEFINITIONS

- Infrastructure Projects: Capital improvements that will further the goals of the ATP program. 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 Commission's website under "Background Information".

PSR ELEMENTS

THE PSR GUIDELINES STATES THE FOLLOWING IN GENERAL:

- PSR Equivalency shall include at a minimum the following:
  - Need and Purpose
  - Background and project history
  - Discussion of Alternative(s) that satisfy project need and purpose, including project costs
    - Project Costs shall include:
      - PA&ED work
      - PS&E
      - Right of Way
      - Construction, construction management and engineering



PSR ELEMENTS

THE PSR GUIDELINES STATES THE FOLLOWING IN GENERAL:

- Consistency with statewide, regional and local planning
- Take into account potential environment issues, including mitigation requirements or hazardous waste
- Delivery schedule for all phases
- PPR with all project funding
- Supporting documents including:
  - Maps
  - Cost estimates

IMPORTANT NOTE:

PSRs vary in complexity and detail, however the minimum acceptable level for ATP projects is to ensure the plans/layouts, schedule, and estimated cost of a project matches the scope as evaluated (what the application is awarded points for.)

THE 3 MUST MATCH

FOR A COMPLETE APPLICATION

Narrative

- Application Questions
- General Information

Cost/Schedule

- Project Programming Request (PPR)
- Schedule
- Outputs

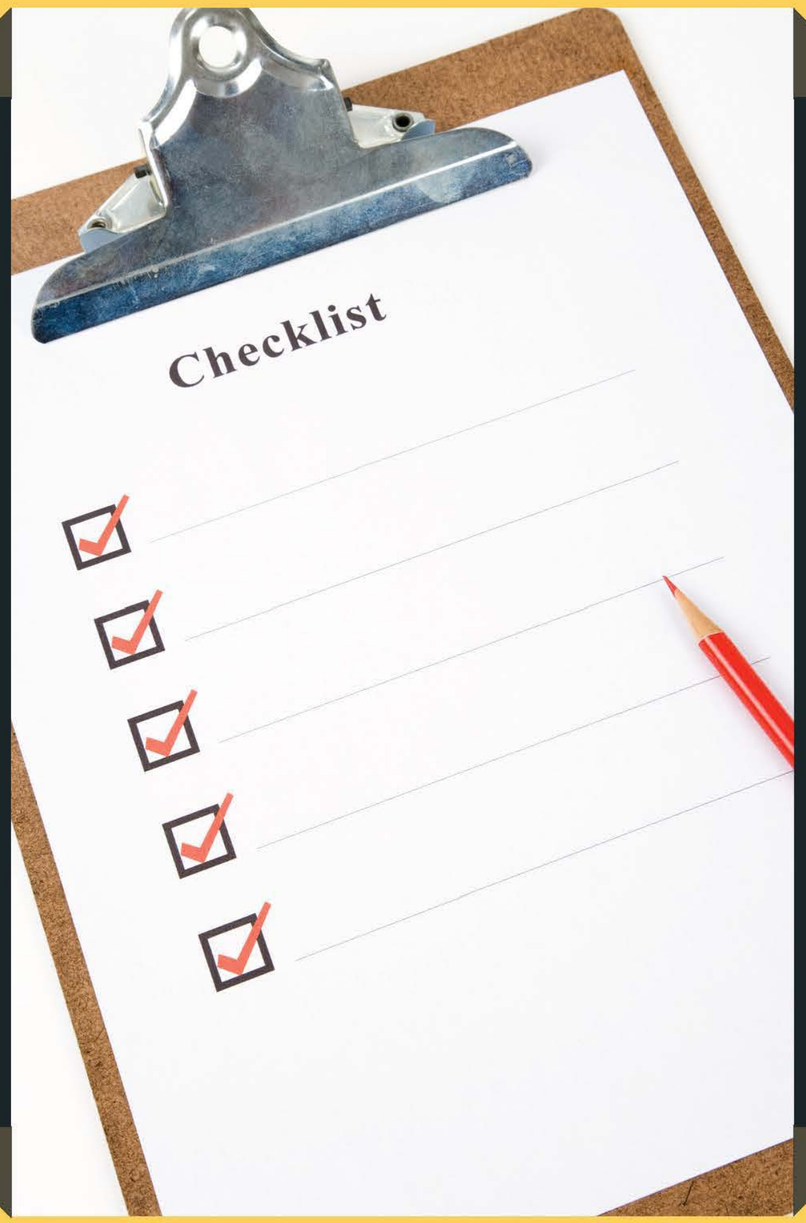
Maps

- Engineer's Checklist
- Attachments

Note: The scope in the application at the time of programming is the approved scope

PSR EQUIVALENCY

ENGINEER'S CHECKLIST



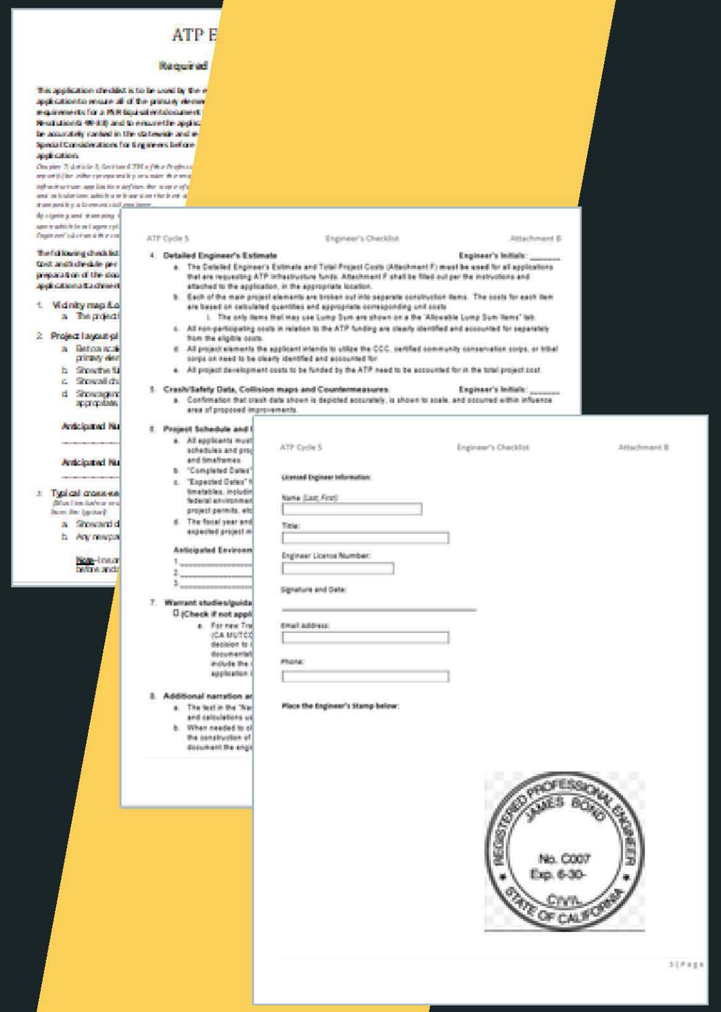
ENGINEER'S CHECKLIST

(ATTACHMENT B)

ATTACHMENT B IS USED TO AID APPLICANTS IN SHOWING A WELL-DEFINED SCOPE.

The required elements for an ATP application are-

1. Vicinity map/Location map
2. Project layout-plan/map
3. Typical cross section(s)
4. Detailed Engineer's Estimate
5. Crash/Safety Data, Collision map & Countermeasures
6. Project Schedule and requested programming of ATP funding (PPR)
7. Warrant studies/Guidance, if applicable
8. Additional narration and documentation



ENGINEER'S CHECKLIST
(ATTACHMENT B)

- Required for Infrastructure Projects
- Signed & Stamped by Engineer in responsible charge of the preparations of the ATP application
- Ensure all of the primary elements of the application are included to be a PSR-Equivalent document (per CTC's ATP Guidelines and CTC's Adoption of PSR Guidelines - Resolution G-99-33)
- Ensure the application is free of critical errors and omissions; allowing the application to be accurately ranked in the statewide and regional ATP selection process

1. Vicinity Map/ Location Map

1. VICINITY MAP/ LOCATION MAP

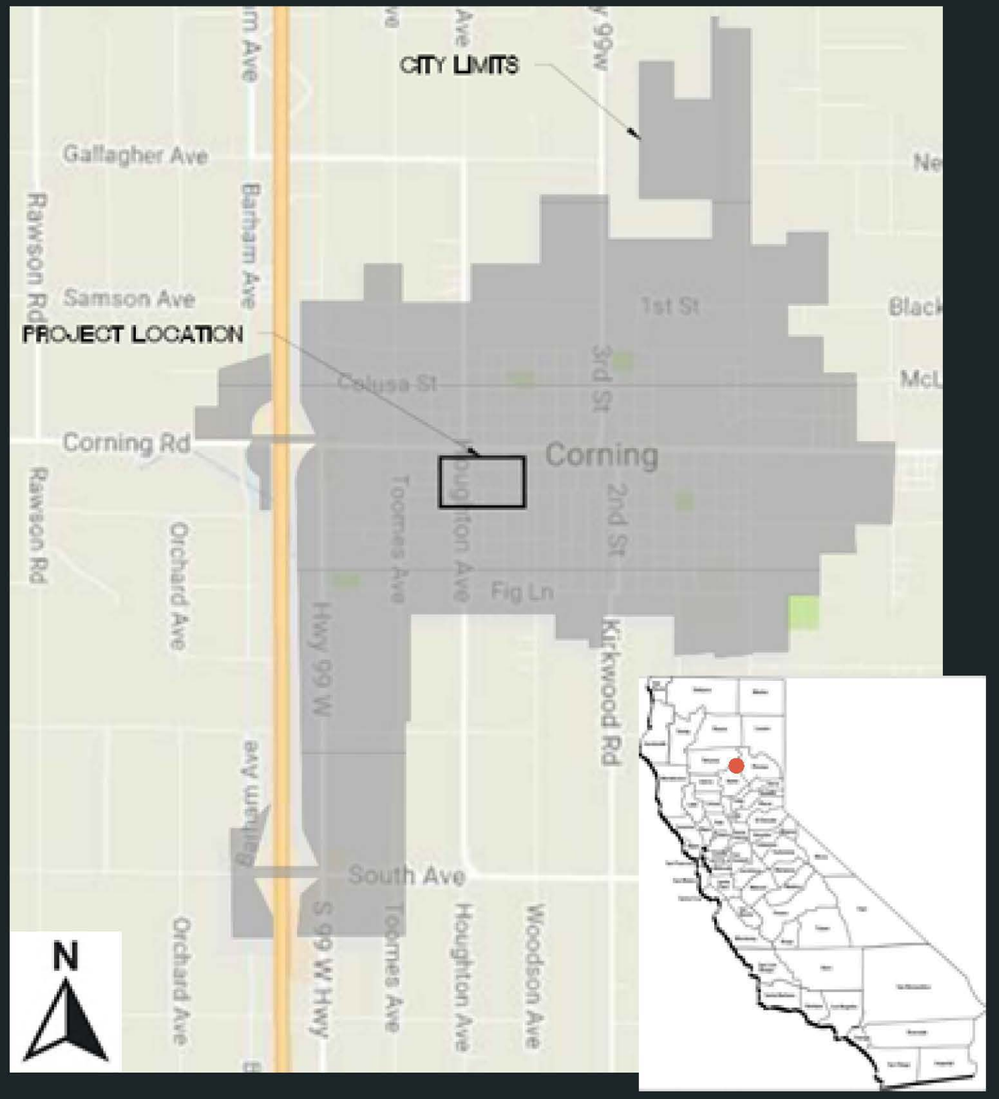
LESSONS LEARNED

- Vicinity Map orientation not defined (north arrow)
- Poor mapping scale does not show entire project limits/boundaries
- Poor Vicinity Maps do not provide the evaluator with the correct project context.
- Causes delays in review time and may lead to clouded interpretations

1. VICINITY MAP/ LOCATION MAP

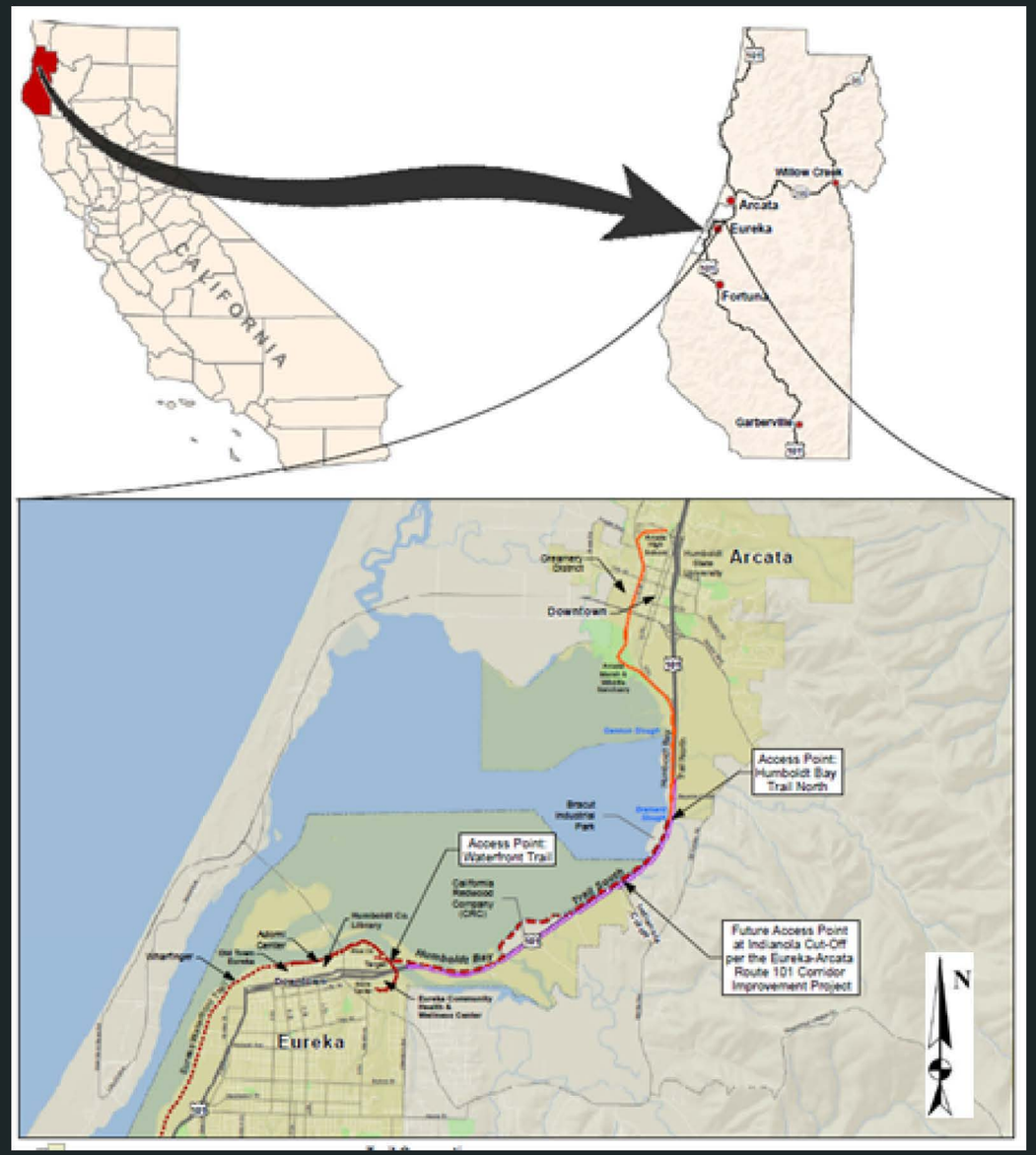
DO THIS!

- The project limits must be clearly depicted in relationship to the overall agency boundary
- If the project extends outside of the applicant's boundry, then the application must include a MOU or Letter of Agreement from the other agency(ies).



1. VICINITY MAP/ LOCATION MAP

DO THIS!

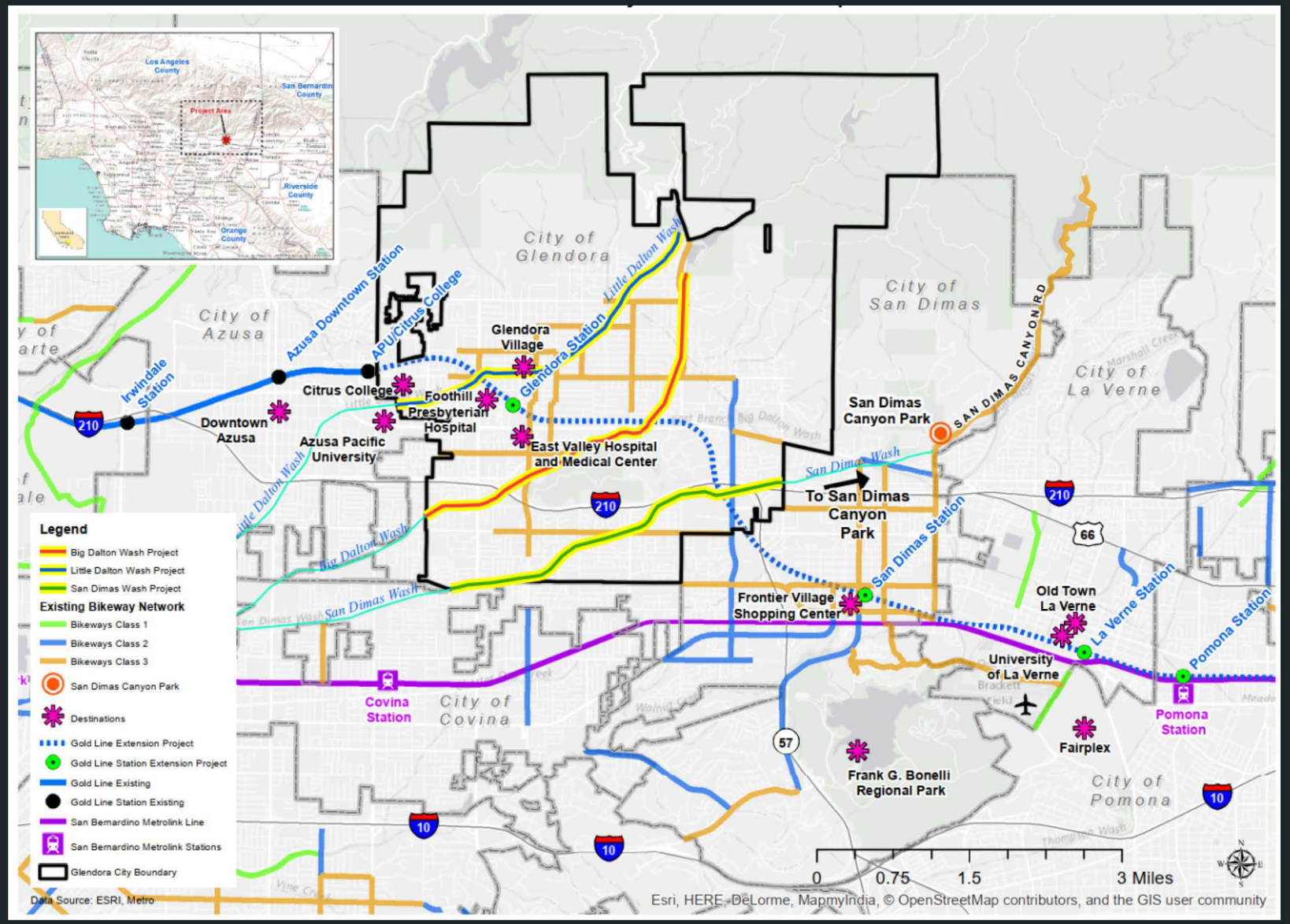


1. VICINITY MAP/ LOCATION MAP

DO THIS!

1. VICINITY MAP/ LOCATION MAP

DON'T DO THIS!



2. Maps Layout

Project Layout-plan/map

2. MAPS LAYOUT (ATTACHMENT D)

PROJECT LAYOUT, PLANS

- Infrastructure Layout-Plans/Map-
  - Must show the existing and proposed conditions and features
  - Should have a scale to reference from
  - Display full scope of proposed work
  - Indicate existing and proposed right of way lines (permanent or temporary)
  - It needs to allow the visual verification of the limits of each primary element of the project.

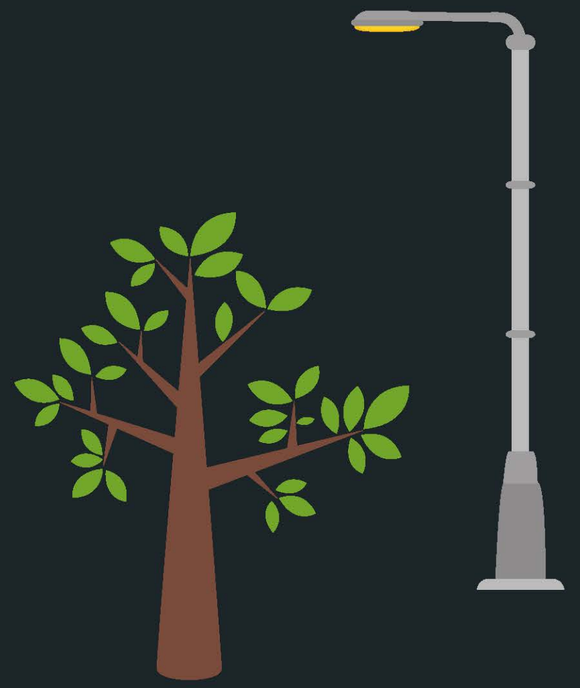
IMPORTANT NOTE!

Litmus test – Using the plans, can you determine what elements are being proposed and where?

2. MAPS LAYOUT (ATTACHMENT D)

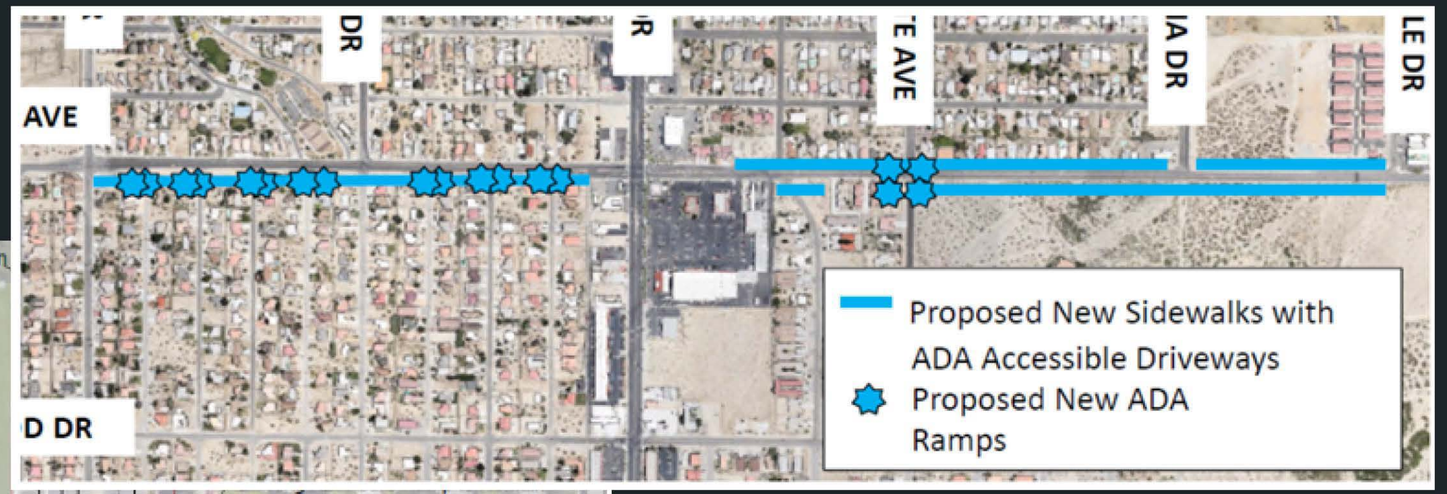
LESSONS LEARNED

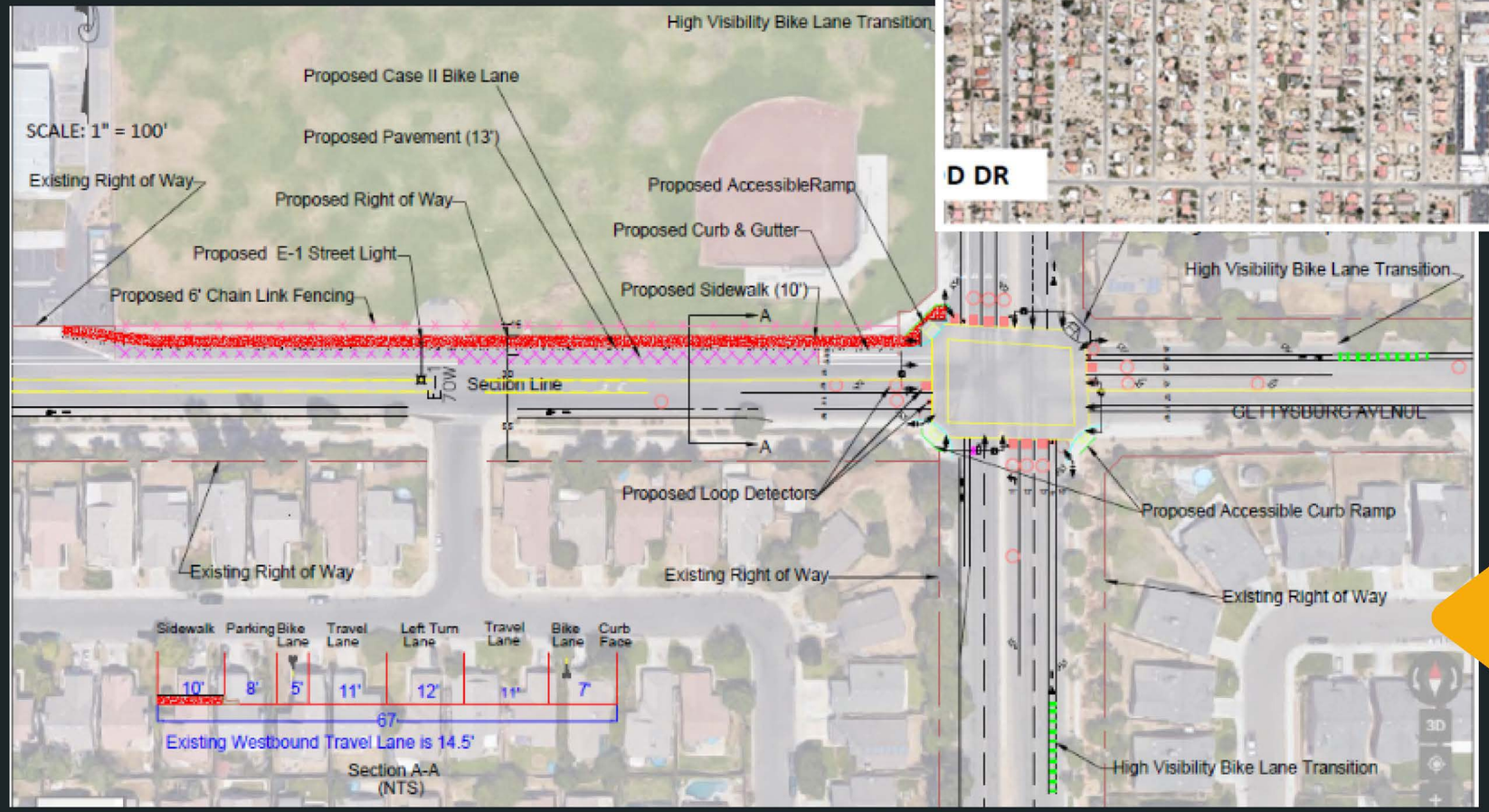
- Crosswalks not clearly identified
  - All legs not identified
  - Not all crosswalk locations identified
- Trees and Lighting
  - No description of location on layouts
- Bike Lanes Classes (Ex. I, II, III, etc.)
  - Which side of the road are they located on?
    - Both sides
    - One side
    - Make note of this in your layout!
- Bulb-Outs
  - Specify locations
    - All corners
    - Some corners
- Project Limits
  - Label all main streets
  - Show entire project limits



2. MAPS LAYOUT EXAMPLES

DO THIS!





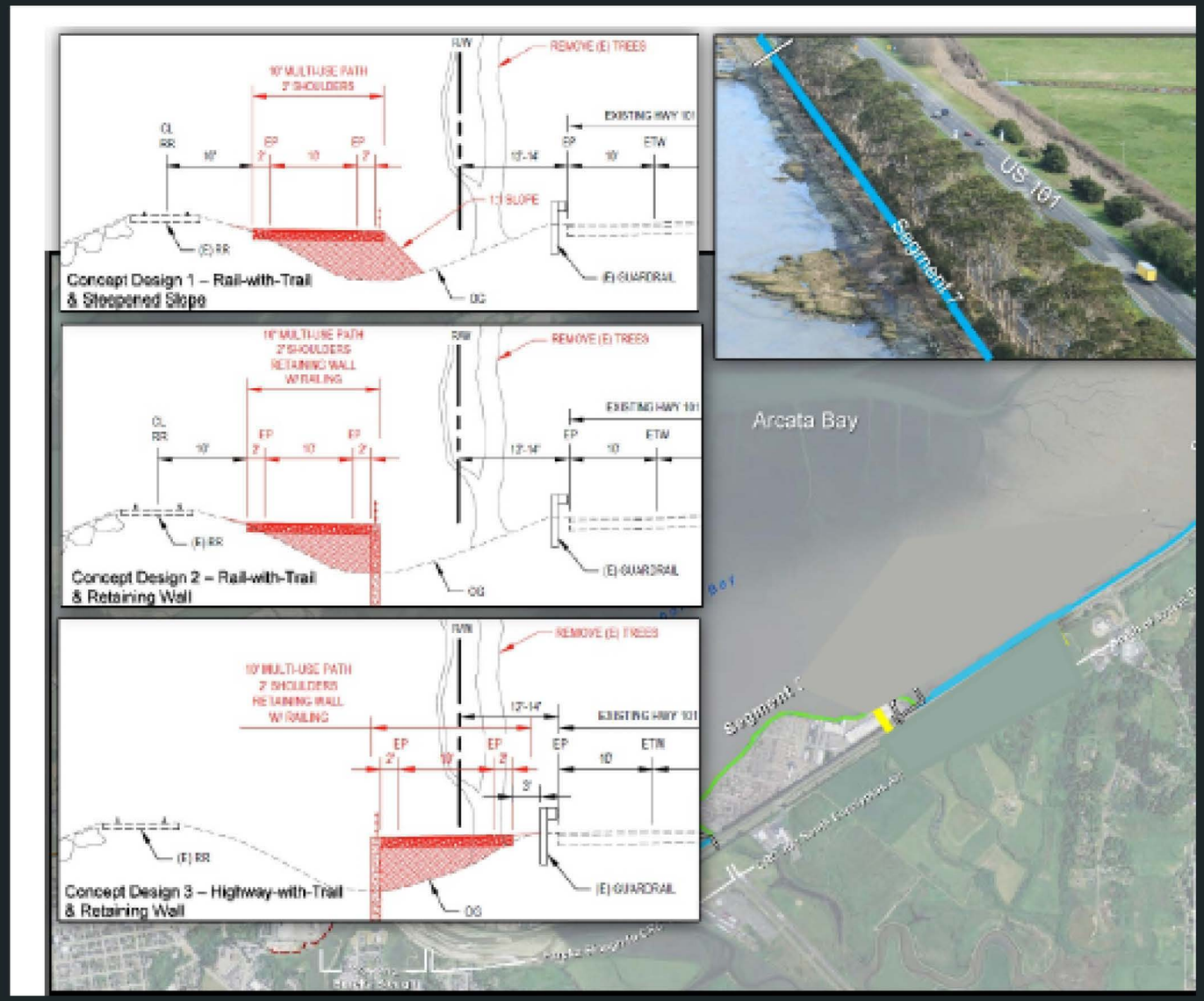
This is a good example for a simple project, except it needs a cross section and right-of-way lines

This layout/cross section is clearly showing all of the proposed work, and ROW lines

2. MAPS LAYOUT EXAMPLES

DO THIS!

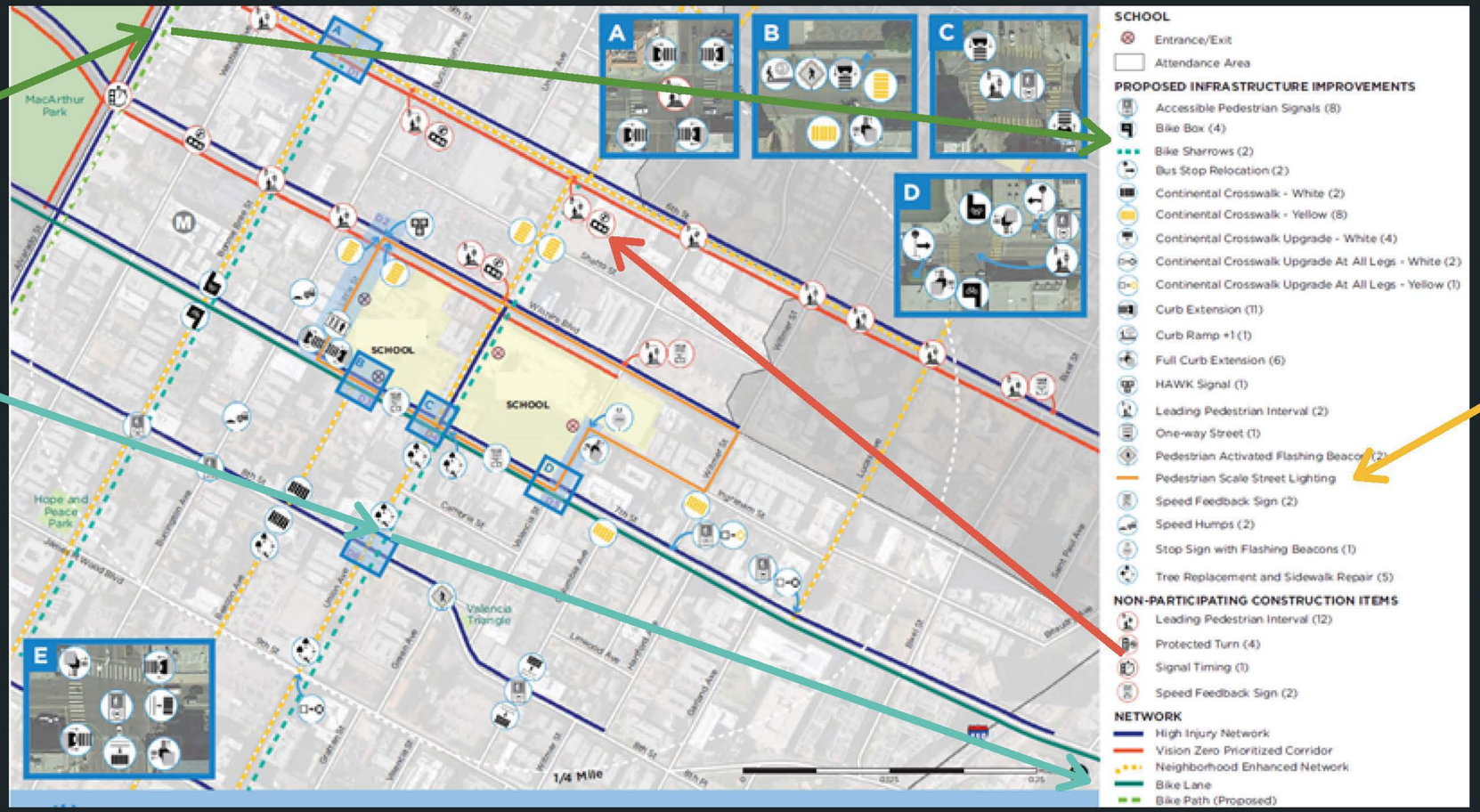
- Clearly shows work being performed and how it relates to the location and where on the project it is occurring



2. MAPS LAYOUT (ATTACHMENT D)

THIS IS DOCUMENT IS NOT VERY CLEAR OR EASY TO UNDERSTAND.

The green (Bike Sharrows) and turquoise (Bike path proposed) dashed lines are difficult to differentiate.



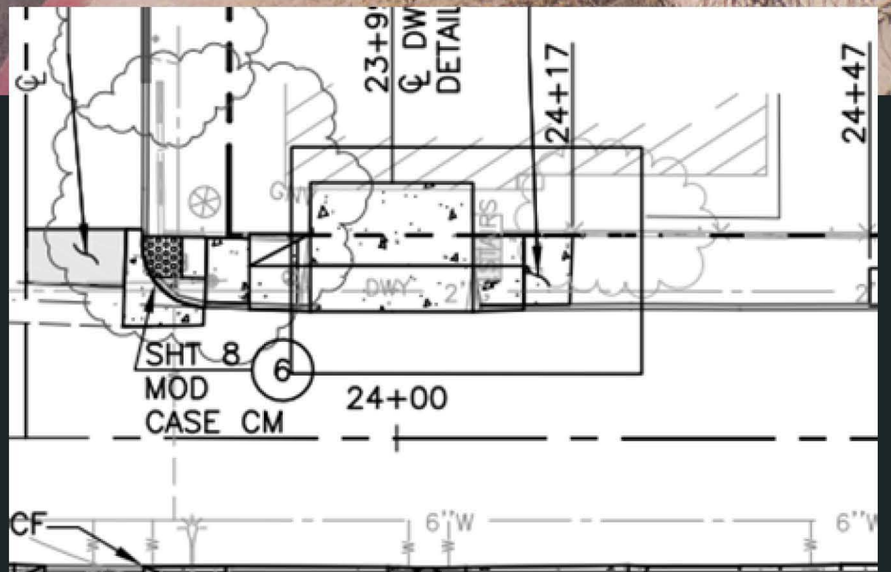
A colored line called Pedestrian Scale Street Lighting" can be used IF the estimate itemizes the # of lights.

Items that are not part of the project should be dropped out or not mentioned

2. MAPS LAYOUT (ATTACHMENT D)

DON'T DO THIS!

- 2-D plans can show work that will not actually fit the terrain.
- These plans are proposing non-ADA compliant ramps, driveways and sidewalks.
- ATP can't fund non-compliant facilities/projects.

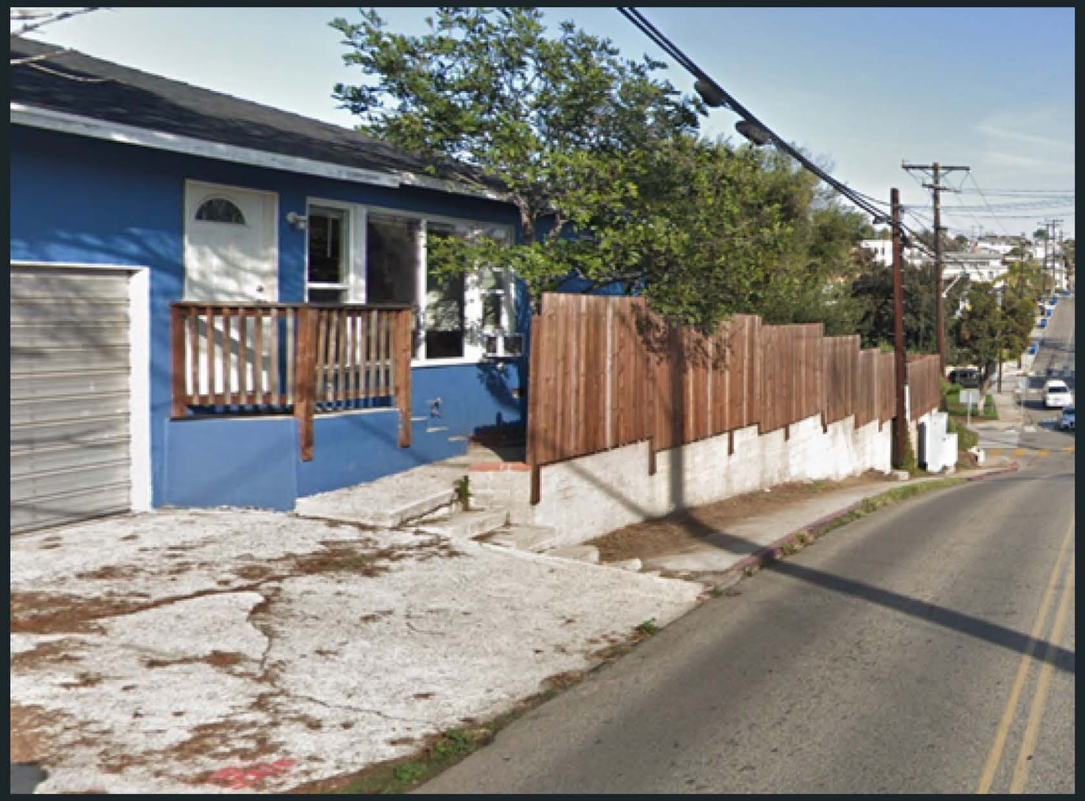


2. MAPS (ATTACHMENT D)

DON'T DO THIS!

This is 5 blocks of sidewalk/ADA improvements.

The application included "30%" plans



Imp. Type	Item No.	Description	Unit	Unit Price	Total Quantity	Total Cost
General	1	Mobilization	LS	$20,000.00	1	$20,000
	2	Traffic Control	LS	$30,000.00	1	$30,000
	3	Water Pollution Control	LS	$10,000.00	1	$10,000
		General Improvements Subtotal ($) =				*$60,000*
Street Improvements	4	Unclassified Excavation	SF	$4.00	25,000	$100,000
	5	PCC Sidewalk (4" thick)	SF	$8.00	5,650	$45,200
	6	PCC Curb & Gutter (6" CF)	LF	$40.00	200	$8,000
	7	PCC Curb Ramp	EA	$4,000.00	13	$52,000
	8	PCC Curb Ramp with adjacent PCC Cross Gutter Spandrel reconstruction	EA	$5,000.00	22	$110,000
	9	PCC Driveway	SF	$15.00	6,180	$92,700
	10	Re-grade AC Pavement (4" thick AC Digout)	SF	$5.00	4,000	$20,000
	11	Adjust Manhole to Finished Grade	EA	$600.00	3	$1,800
	12	Adjust Water Valve to Finished Grade	EA	$300.00	17	$5,100
	13	Remove Tree	EA	$2,000.00	2	$4,000
	14	Traffic Striping	LS	$8,000.00	1	$8,000
	15	Water Quality BMPs	LS	$100,000.00	1	$100,000
		Street Improvements Subtotal ($) =				*$546,800*
TOTALS		Subtotal of Probable Construction Cost =				$606,800
		15% Contingency =				$91,020
		Total Probable Construction Cost =				**$697,820**

- This project's costs included only $2,000 in ROW
  - This property will likely not have use of its garage and the owners will hacve to be compensated for that loss
- $697,000 feels low for the proposed work

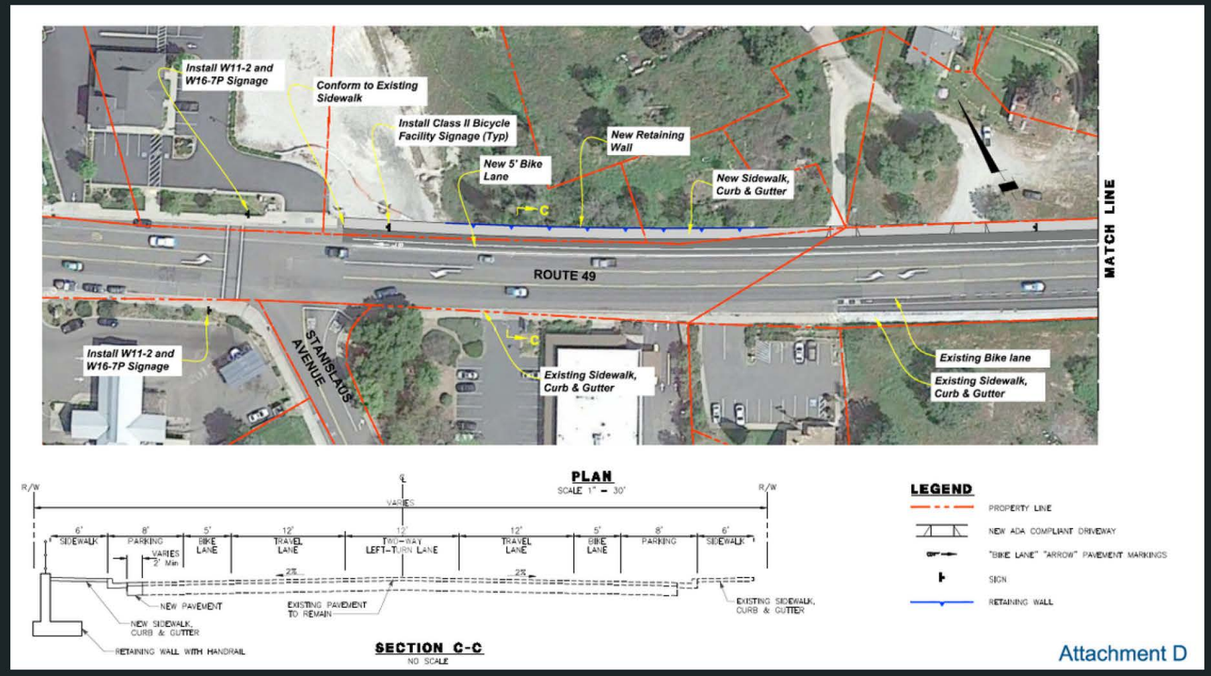
3. Cross Section

Typical Cross Section(s)

3. CROSS SECTION

LESSONS LEARNED

- Show what's existing and what is being changed
  Could be displayed together or separate (depending on complexity)
- Show proposed structural section
- Show ROW lines, existing and proposed
- How does it tie to the existing terrain

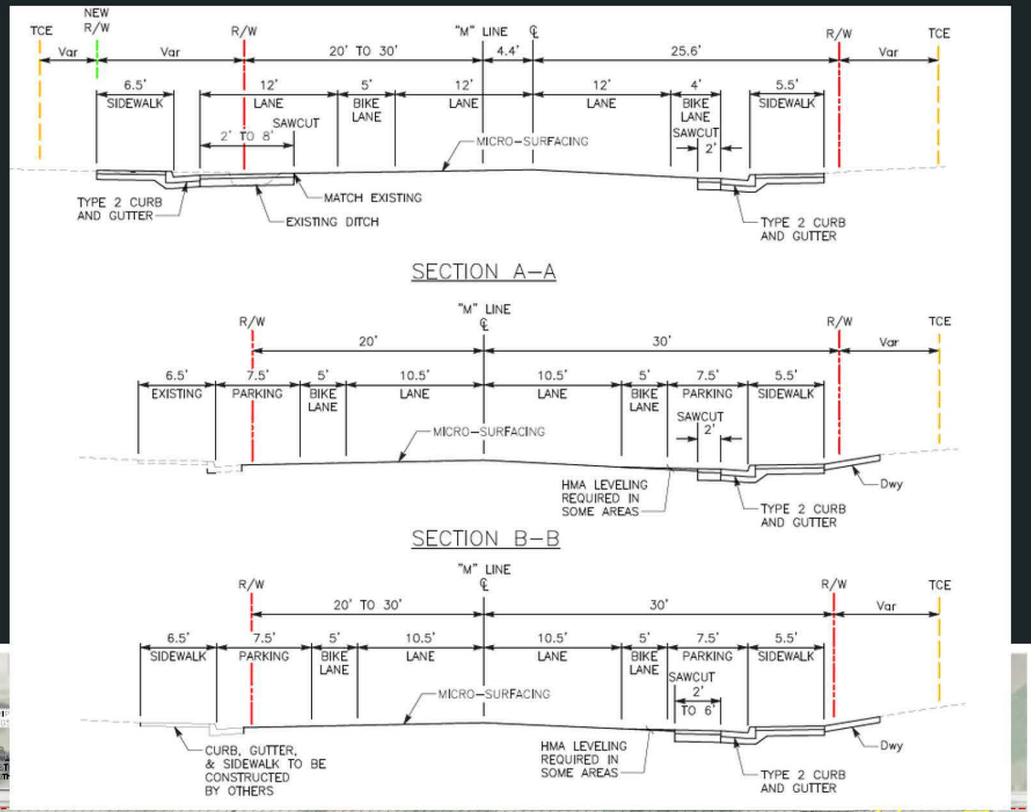


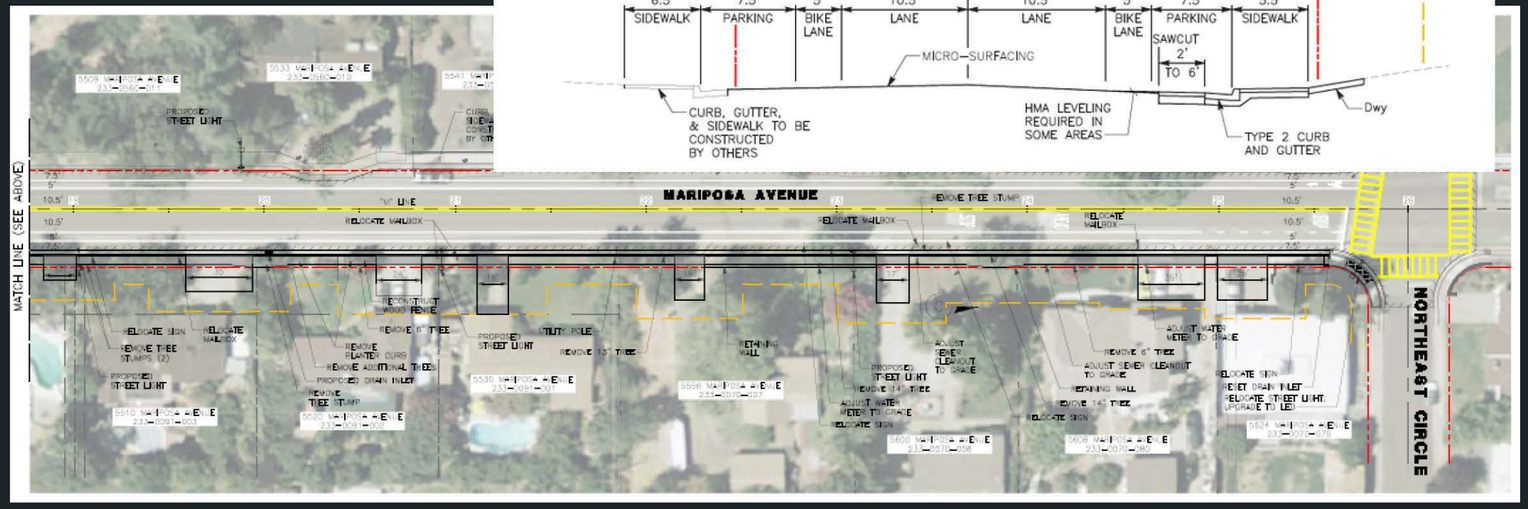
3. CROSS SECTION EXAMPLES

From Attachment B- Engineer's Checklist

- Typical cross-section(s) showing existing and proposed conditions.
  - (Must include a cross-section for each segment where the width of improvements or Right-of-way vary significantly from the typical)
  - Show and dimension: changes in lane widths, ROW lines, side slopes, etc.
  - Any new paving must show both the width and the depth/thickness

DO THIS!

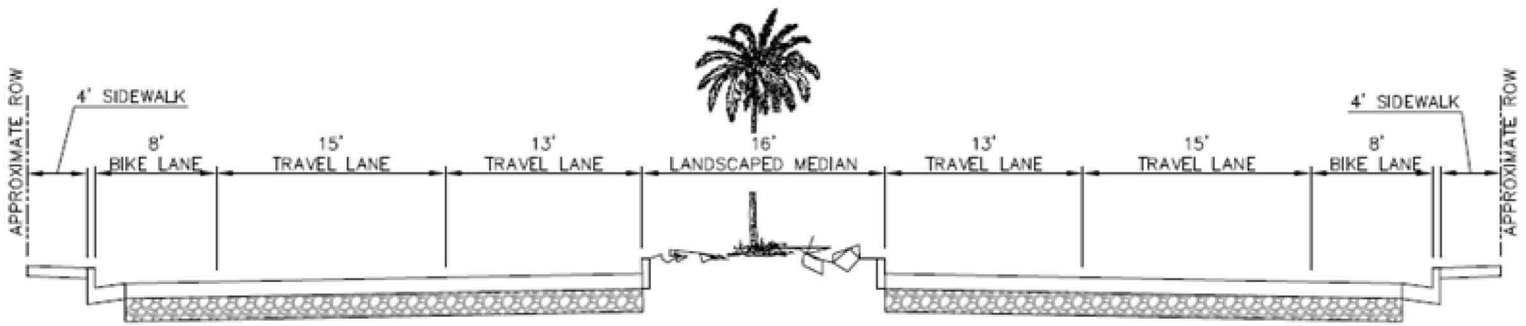




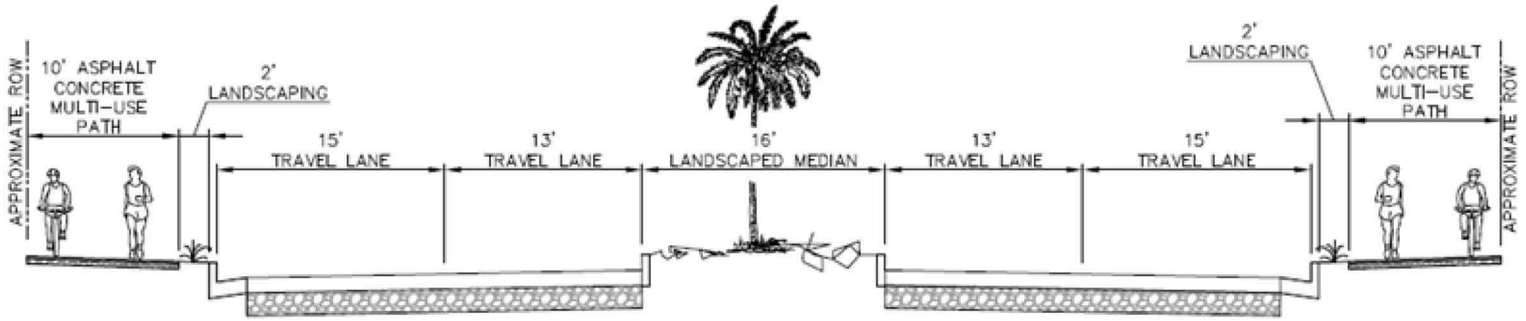
3. CROSS SECTION EXAMPLES

In some cases, separate existing and proposed cross sections may be needed to clearly show the before and after widths/thicknesses

3. CROSS SECTION EXAMPLES



EXISTING CONDITIONS
NOT TO SCALE



PROPOSED IMPROVEMENTS
NOT TO SCALE

Multi-Use Path Structural Section

- **2.5" Asphalt Concrete**
- **6" Aggregate Base**

Multi-Use Path
--Structural Section 2.5"
--Asphalt Concrete, 6" Aggregate Base

DO THIS!

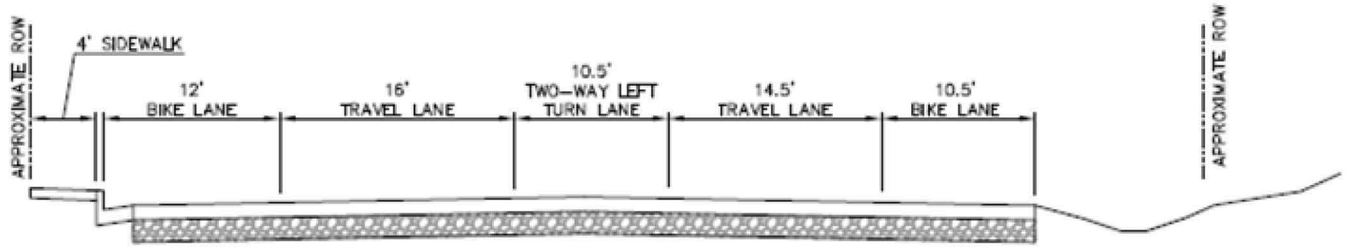
If existing widths of lanes or sidewalks are being changed, then the following two components may be needed to clearly show what work is being proposed:

- A before/existing

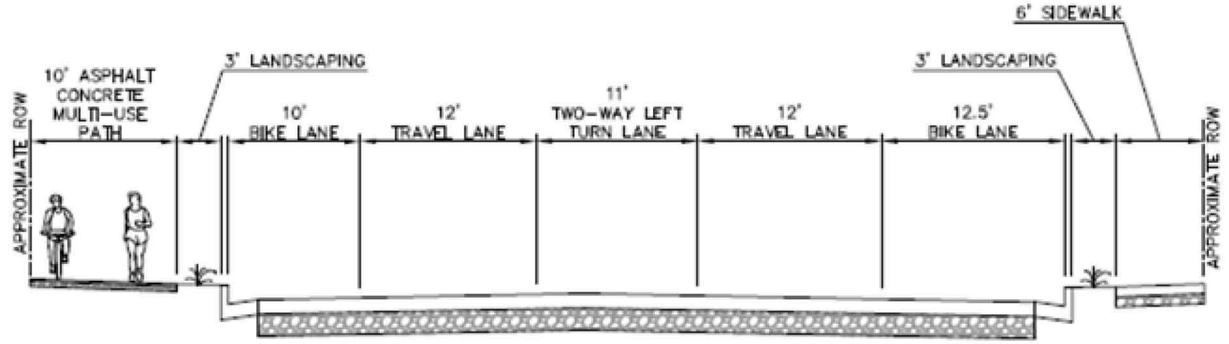
  and

- An after/proposed cross section

3. CROSS SECTION EXAMPLES



EXISTING CONDITIONS
NOT TO SCALE



PROPOSED IMPROVEMENTS
NOT TO SCALE

Multi-Use Path Structural Section

- **2.5" Asphalt Concrete**
- **6" Aggregate Base**

DO THIS!

If existing widths of lanes or sidewalks are being changed, then the following two components may be needed to clearly show what work is being proposed:

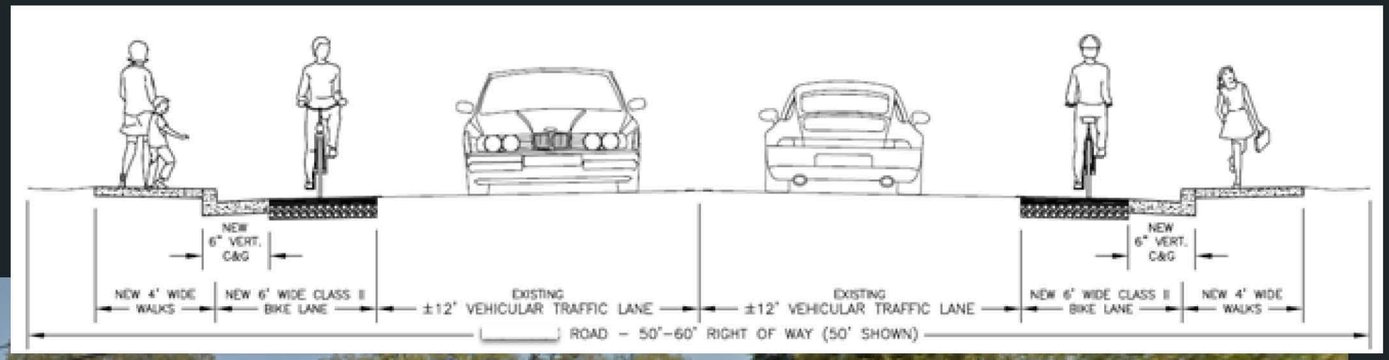
- A before/existing
  and
- An after/proposed cross section

3. CROSS SECTION EXAMPLES

DON'T DO THIS!

THIS CROSS SECTION DRAWING DOESN'T LOOK MUCH LIKE THE ACTUAL PROJECT.

- It is an issue for this project.
- It looks like a small retaining wall will be needed- the estimate had the "Retaining Walls" as a Lump Sum item. We can't tell if this item was estimated or costed correctly.
- Is water runoff just being handled by the curb & gutter?
  - There probably needs to be a storm drain system to prevent flooding



Is this a huge oak tree that will need to be removed?

This is an unidentified environmental issue.

3. CROSS SECTION EXAMPLES

DON'T DO THIS!

CROSS SECTIONS WITH RIGHT-OF-WAY LINES ARE REQUIRED.

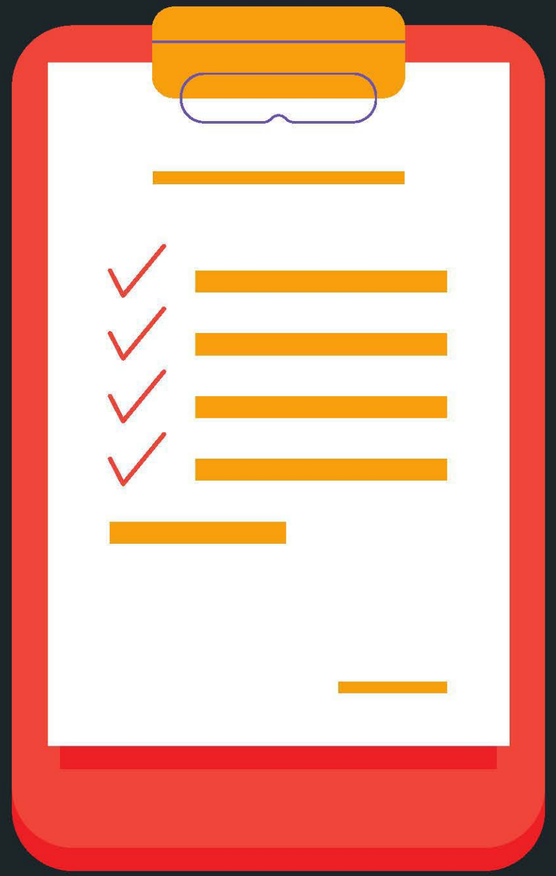
- This cross section tool's product doesn't look much like the actual project-
  - It's probably not an issue for this project.
- If this tool is being used, two cross sections should be included-
  - An existing cross section and
  - A proposed cross section.

4. Engineer's Estimate

Detailed Engineer's Estimate

4. ESTIMATE (ATTACHMENT F)

- Project elements
  - Should be displayed as separate construction items
    - Based on quantities, utilizing appropriate unit costs,
    - Lump Sum only for those items in the 'Allowable Lump Sum Items" tab.
- All non-participating costs:
  - Clearly identified and accounted for separately from the eligible costs.
- CCC project elements:
  - Clearly identified and accounted for
- Identify all ATP project development costs in total costs
- Construction Costs and Construction Engineering (CE)
- List right-of-way acquisition needs (in dollars)
- Contingency Costs percentages



4. ESTIMATE (ATTACHMENT F)

In order get the correct project size (Small, Medium or Large); construction items that are partially or fully ATP ineligible have to be shown in the estimate

Engineer's Estimate and Cost Breakdown:

Engineer's Estimate (for Construction Items Only)						Cost Breakdown					
						ATP Eligible Costs/Items		ATP Ineligible Costs/Items		Corps/CCC to construct	
Item No.	Item	Quantity	Units	Unit Cost	Total	%	$	%	$	%	$
General Overhead-Related Construction Items											
1	Mobilization	1	LS	$127,000.00	$127,000	41%	$52,536	59%	$74,464		
2	Construction Area Signs	1	LS	$5,000.00	$5,000	41%	$2,068	59%	$2,932		
3	Traffic Control	1	LS	$25,000.00	$25,000	41%	$10,342	59%	$14,658		
4	Construction Staking	1	LS	$20,000.00	$20,000	41%	$8,273	59%	$11,727		
5	SWPPP/Erosion Control	1	LS	$38,000.00	$38,000	41%	$15,720	59%	$22,280		
General Construction Items (non-decorative only)											
6	AC Digouts	600	CY	$600.00	$360,000			100%	$360,000		
7	HMA Paving - Overlay	2000	TON	$130.00	$260,000			100%	$260,000		
8	4" Thermoplastic Striping	10000	LF	$4.00	$40,000			100%	$40,000		
9	Thermoplastic Roadway Pavement	8	EA	$250.00	$2,000			100%	$2,000		
10	Thermoplastic Bike Lane Pavement	20	EA	$250.00	$5,000	100%	$5,000				
11	Thermoplastic Crosswalk Pavement	2	EA	$2,000.00	$4,000	100%	$4,000				
12	Remove 4" Striping	1200	LF	$2.50	$3,000	100%	$3,000				
13	6" Thermoplastic Striping - Bike Lane	9000	LF	$6.00	$54,000	100%	$54,000				
14	Roadside Signs	45	EA	$650.00	$29,250	100%	$29,250				
15	Clearing and Grubbing	25000	SF	$1.00	$25,000	100%	$25,000			100%	$25,000

IF THE CONSTRUCTION PHASE IS IN THE LAST YEAR OF THE PROGRAM, CONSIDER ADJUSTING UNIT PRICES ACCORDINGLY TO ACCOUNT FOR INFLATION.

4. ESTIMATE (ATTACHMENT F)

Lump sum (LS) can be used for Overhead costs. A tab has been added to the Engineer's Estimate document that lists the ONLY items that can use LS

Engineer's Estimate and Cost Breakdown:

Engineer's Estimate (for Construction Items Only)						Cost Breakdown					
						ATP Eligible Costs/Items		ATP Ineligible Costs/Items		Corps/CCC to construct	
Item No.	Item	Quantity	Units	Unit Cost	Total Item Cost	%	$	%	$	%	$
General Overhead-Related Construction Items											
1	Mobilization	1	LS	$127,000.00	$127,000	41%	$52,536	59%	$74,464		
2	Construction Area Signs	1	LS	$5,000.00	$5,000	41%	$2,068	59%	$2,932		
3	Traffic Control	1	LS	$25,000.00	$25,000	41%	$10,342	59%	$14,658		
4	Construction Staking	1	LS	$20,000.00	$20,000	41%	$8,273	59%	$11,727		
5	SWPPP/Erosion Control	1	LS	$38,000.00	$38,000	41%	$15,720	59%	$22,280		
General Construction Items (not decorative only)											
6	AC Digouts	600	CY	$600.00	$360,000			100%	$360,000		
7	HMA Paving - Overlay	2000	TON	$130.00	$260,000			100%	$260,000		
8	4" Thermoplastic Striping	10000	LF	$4.00	$40,000			100%	$40,000		
9	Thermoplastic Roadway Pavement	8	EA	$250.00	$2,000			100%	$2,000		
10	Thermoplastic Bike Lane Pavement	20	EA	$250.00	$5,000	100%	$5,000				
11	Thermoplastic Crosswalk Pavement	2	EA	$2,000.00	$4,000	100%	$4,000				
12	Remove 4" Striping	1200	LF	$2.50	$3,000	100%	$3,000				
13	6" Thermoplastic Striping - Bike Lane	9000	LF	$6.00	$54,000	100%	$54,000				
						100%	$29,250	100%	$29,250		
						100%	$25,000	100%	$25,000	100%	$25,000
						100%					
						100%					
						100%					
						100%					
						100%					
						100%					
						100%					

Instructions (do not attach) | Engineer Est. & Project Cost | Allowable Lump Sum Items

4. ESTIMATE (ATTACHMENT F)

DON'T DO THIS

						Costs/Items		Costs/Items		to construct	
Item No.	Item	Quantity	Units	Unit Cost	Total Item Cost	%	$	%	$	%	$
General Overhead-Related Construction Items											
1	MOBILIZATION	1	LS	$300,000.00	$300,000	100%	$300,000	0%	$0		$0
2	CONSTRUCTION SURVEY AND MONUMENTATION	1	LS	$55,000.00	$55,000	100%	$55,000	0%	$0		$0
3	STORMWATER POLLUTION	1	LS	$22,000.00	$22,000	100%	$22,000	0%	$0		$0
4	TRAFFIC CONTROL	1	LS	$55,000.00	$55,000	100%	$55,000	0%	$0		$0
5					$0	100%	$0	0%	$0		$0
General Construction Items (non-decorative only)											
6	Traffic striping, signs, flashing beacons & pavement markings	1	LS	$191,000.00	$191,000	100%	$191,000	0%	$0		$0
7	Accessible Pedestrian Signals (APS)	1	LS	$4,999.00	$4,999	100%	$4,999	0%	$0		$0
8	Curb Extensions	1	LS	$1,045,000.00	$1,045,000	100%	$1,045,000	0%	$0		$0
9	Curb Ramp	1	LS	$320,000.00	$320,000	100%	$320,000	0%	$0		$0
10	Pedestrian Activated Flashing Beacon	1	LS	$150,000.00	$150,000	100%	$150,000	0%	$0		$0
11	Pedestrian Scale Street Lighting	1	LS	$921,970.00	$921,970	100%	$921,970	0%	$0		$0
12	Speed Humps	1	LS	$60,000.00	$60,000	100%	$60,000	0%	$0		$0
13	Tree trimming / root pruning / Sidewalk	1	LS	$95,484.55	$95,485	100%	$95,485	0%	$0	2%	$2,000
14	Signal modification	1	LS	$1,000,000.00	$1,000,000	100%	$1,000,000	0%	$0		$0
15	Speed Feedback Sign	1	LS	$175,000.00	$175,000	100%	$175,000	0%	$0		$0
			Subtotal of Construction Items:		$4,395,454		$4,395,454		$0		$2,000

5. Crash/Safety Data

Crash/Safety Data, Collision Maps and Counter Measures

5. CRASH/SAFETY DATA

- Confirm that crash data shown is:
  - Depicted acurately
  - Shown to scale
  - Occurred within area of proposed improvements

6. Schedule Preparation

Project Schedule and Requested Programming of ATP Funding (PPR)

6. SCHEDULE PREPARATION

ATP Project Development & Delivery Timeline

4 Year Programming Period

Up to 4 Years

3 to 12 + Months	6 to 12 + Months	6 to 18 + Months	6 + Months
Project A roval & Environmental Document (PA&ED) Environmental Clearance Permits - Regulation Agencies	**Plans, Specifications, & Estimates (PS&E)** 30/60/90% Develop Engineering Estimate	**Right of Way (ROW)** Utility Relocation ROW Acquisition Eminent Domain	**Construction (CON)** • Up to three years to build

These phases can happen concurrently

6. SCHEDULE PREPARATION

GENERAL LESSONS LEARNED

- Community Engagement and Buy-Off
  - Affected neighborhoods
  - Affected businesses
  - Community groups
- Alignment with other funding sources (for example, local funds, STIP)
- Alignment with school years for NI projects
- Consultant procurement (for environmental, design, ROW)

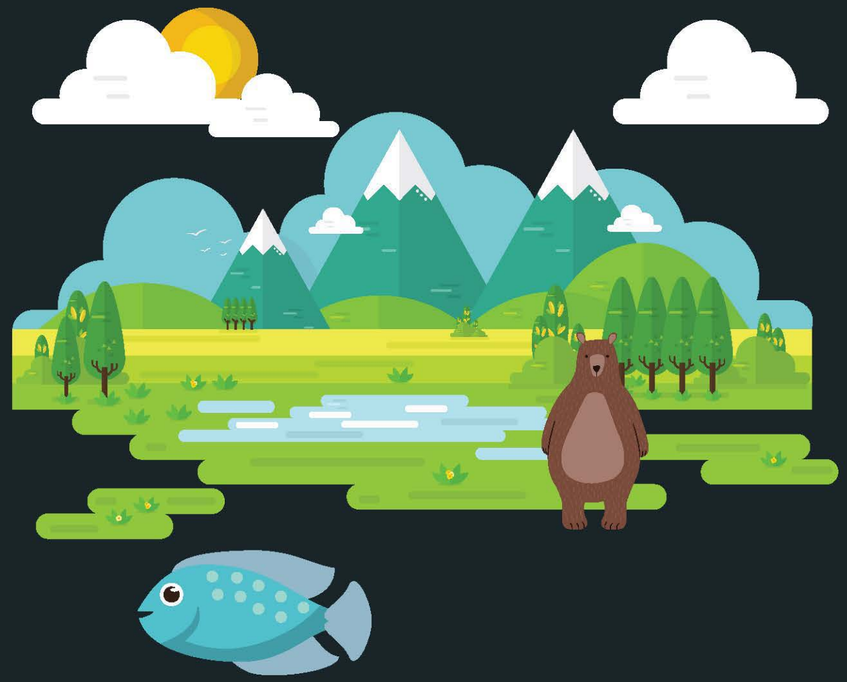
Community Engagement Meeting

Thursday, 7 pm
Come give feedback about the City's Active Transportation project!

6. SCHEDULE PREPARATION

LESSONS LEARNED - PA&ED

- PA&ED (Project Approval and Environmental Documents)
  - Not enough time allotted for technical studies
    - Cultural
    - Biological
    - Historical
  - Not enough time allotted for regulatory clearances. Examples:
    - Army Corps of Engineers
    - Department of Fish and Wildlife
    - Water Resources Control Board
    - California Coastal Commission
    - Etc.



6. SCHEDULE PREPARATION

LESSONS LEARNED - PS&E & ROW

- PS&E (Plans, Specifications, and Estimate)
  - Underestimating the complexity of the project
  - Coordination with projects in the vicinity
  - Drainage considerations
- ROW (Right of Way)
  - Railroad involvement and coordination (estimate how long and multiply by 2)
  - Overlooked utility relocation efforts
  - Overlooked ROW acquisition
  - Temporary Construction Easements
  - Encroachment Permits (projects encroaching on state ROW)
  - Drainage

6. SCHEDULE PREPARATION

PREPARING FOR ALLOCATIONS

- CTC meetings occur 7 times per year
- Agencies need to submit their allocation requests 60 days prior to the upcoming CTC meeting

As of:
August 2019

2020 California Transportation Commission (CTC) Meeting Schedule	Local Agency Submits Off System Funds Requests, Program Amendments, and Time Extensions to Caltrans Districts	District Submits Off System and On System Requests to HQ Divisions	HQ Divisions Submit Final Off System and On System Requests to Budgets	Final Agenda Language Due From HQ Divisions to Office of CTC Liaison	Final Book Items Due from HQ Divisions to Office of CTC Liaison
Date and Location:	10:00 AM District & CTC	10:00 AM HQ Divisions	5:00 PM Budgets	10:00 AM CTC Liaison	10:00 AM CTC Liaison
Jan 29-30 - Sacramento Area	Mon, Dec 2, 19	Mon, Dec 9, 19	Fri, Dec 13, '19	Fri, Dec 20, '19	Tue, Dec 24, '19
Mar 25-26 - Santa Barbara	Mon, Jan 27, 20	Mon, Feb 3, 20	Mon, Feb 10, '20	Wed, Feb 19, '20	Thu, Feb 20, '20
May 13-14 - San Diego	Mon, Mar 16, 20	Mon, Mar 23, 20	Mon, Mar 30, '20	Wed, Apr 8, '20	Thu, Apr 9, '20
June 24-25 - Sacramento Area	Mon, Apr 27, 20	Mon, May 4, 20	Mon, May 11, '20	Wed, May 20, '20	Thu, May 21, '20
Aug 12-13 - Oakland	Mon, Jun 15, 20	Mon, Jun 22, 20	Mon, Jun 29, '20	Wed, Jul 8, '20	Thu, Jul 9, '20
Oct 14-15 - Central Valley	Mon, Aug 17, 20	Mon, Aug 24, 20	Mon, Aug 31, '20	Wed, Sep 9, '20	Thu, Sep 10, '20
Dec 2-3- Riverside	Mon, Oct 5, 20	Mon, Oct 12, 20	Mon, Oct 19, '20	Wed, Oct 28, '20	Thu, Oct 29, '20
* No Scheduled Meeting in: February, April, July, September and November				Moved due to Holiday	Moved due to Holiday

https://dot.ca.gov/-/media/dot-media/programs/transportation-programming/documents/2020-ctc-external-prep-schedule-a11y.pdf

7. Warrant Studies/Guidance

If Applicable

7. WARRANT STUDIES/GUIDANCE

IF APPLICABLE

- An engineering study must be submitted for new Traffic Control Signals
- Requirements must be met, but final decision to install a signal must be made by an engineer
- The engineering study and any additional documentation supporting decision must be included and addition to the name, and license number of responsible engineer

8. Narration

Additional Narration and Documentation

8. NARRATION

ADDITIONAL NARRATION AND DOCUMENTATION

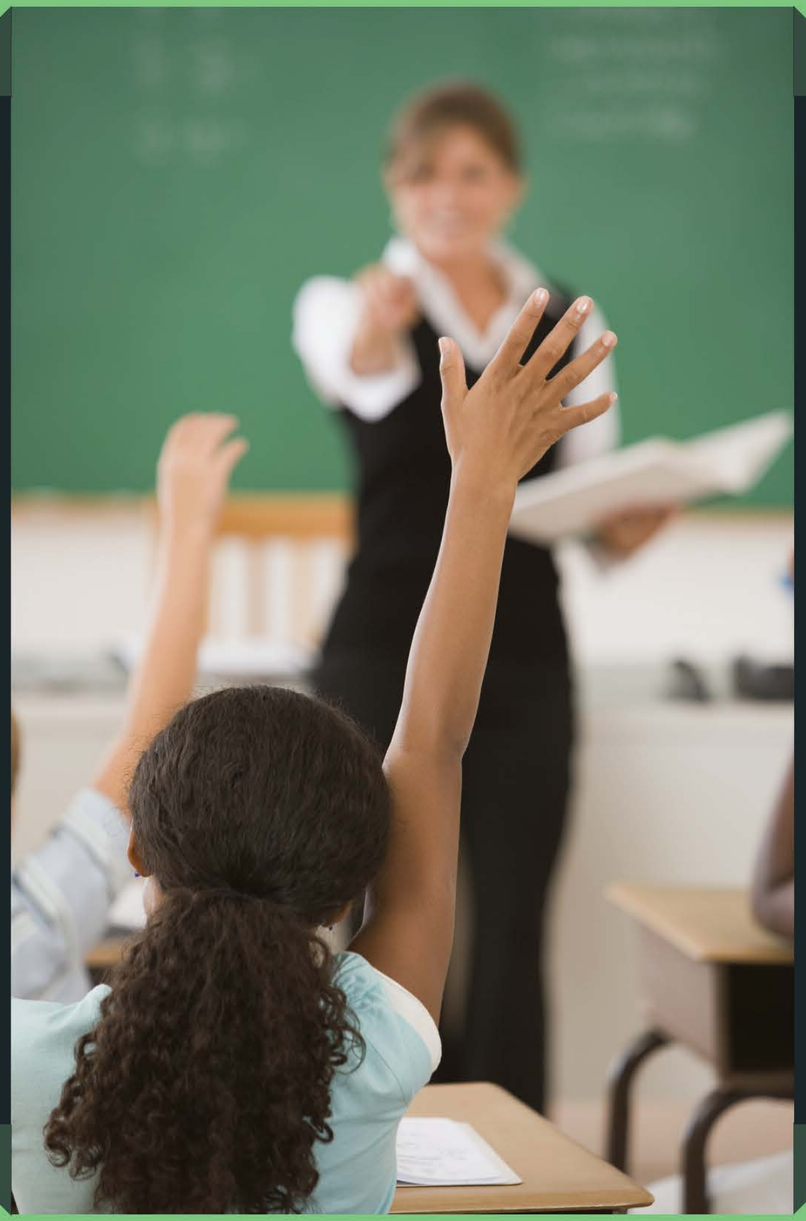
- Ensure that the application text in the “Narrative Questions” is consistent with and supports:
  - Engineering logic
  - Calculations used in the development of the plans/maps and estimate
- Ensure that, when needed to clarify non-standard ATP project elements, appropriate documentation is attached to the application documenting the engineering decisions and calculations requiring inclusion of non-standard elements.

ENGINEER'S CHECKLIST WRAP-UP

- Complete the Engineer's Checklist
- Ensure Maps depict true scope of project as evaluated
- Are all your phases accounted for?
  - Provide time for Environmental Studies
  - Don't forget about RW or Utility relocations

Note: Just like Infrastructure, Non-Infrastructure and Plan projects need to be PSR Equivalent.Similar precautions should be taken when submitting NI and Plan projects.

NON-INFRASTRUCTURE & PLANS



NON-INFRASTRUCTURE & PLANS

Overview of ATP Non-Infrastructure and Plan Application Requirements

NON-INFRASTRUCTURE (NI) & ACTIVE TRANSPORTATION PLANS

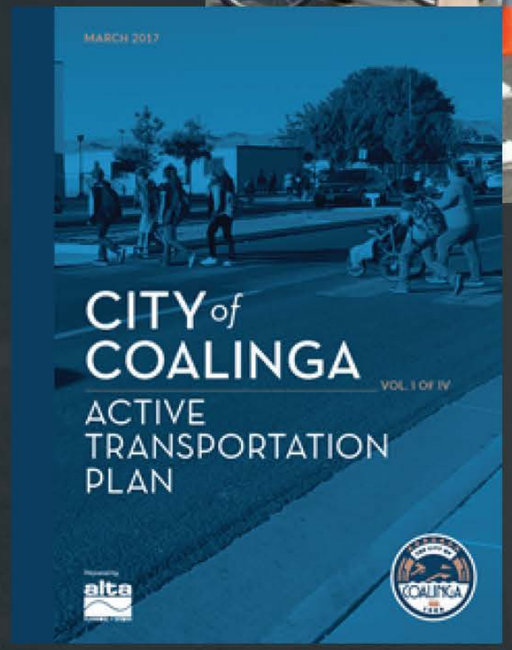
Non-Infrastructure (NI): Education, encouragement, and enforcement activities that further the goals of the ATP

- Projects can be NI Only or Infrastructure/NI combined

Active Transportation Plan: The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan that encompasses or is predominately located in a disadvantaged community

- A Plan is a stand alone project type

Bike Rodeo Education Event



NI WORKPLAN (22-R)


Exhibit 22-R ATP Non-Infrastructure Project Work Plan

Fill in the following items:

Date: (1)

Implementing Agency Name: (2)

Project Number: (3)

Project Location(s): (4a)

Project Description: (5)

Enter information in each Task Tab, as it applies (Task A, Task B, Task C, Task C, etc.)

Task Summary:

Click the links below to navigate to "Task Details" tabs:

Task

Task Name

TASK "A" DETAIL

Staff Costs (7):

Other Costs (10):

THE 22-R IS THE SCOPE OF WORK THAT MUST BE COMPLETED

- Establish partnering commitments with other agencies/entities such as schools, public health departments, or law enforcement prior to submitting the application
- Make sure the program details you are describing in the narrative of the application is consistent with the scope laid out in the 22-R
- For combined projects- Do the tasks need to coordinate with the infrastructure schedule or does the NI work stand alone?

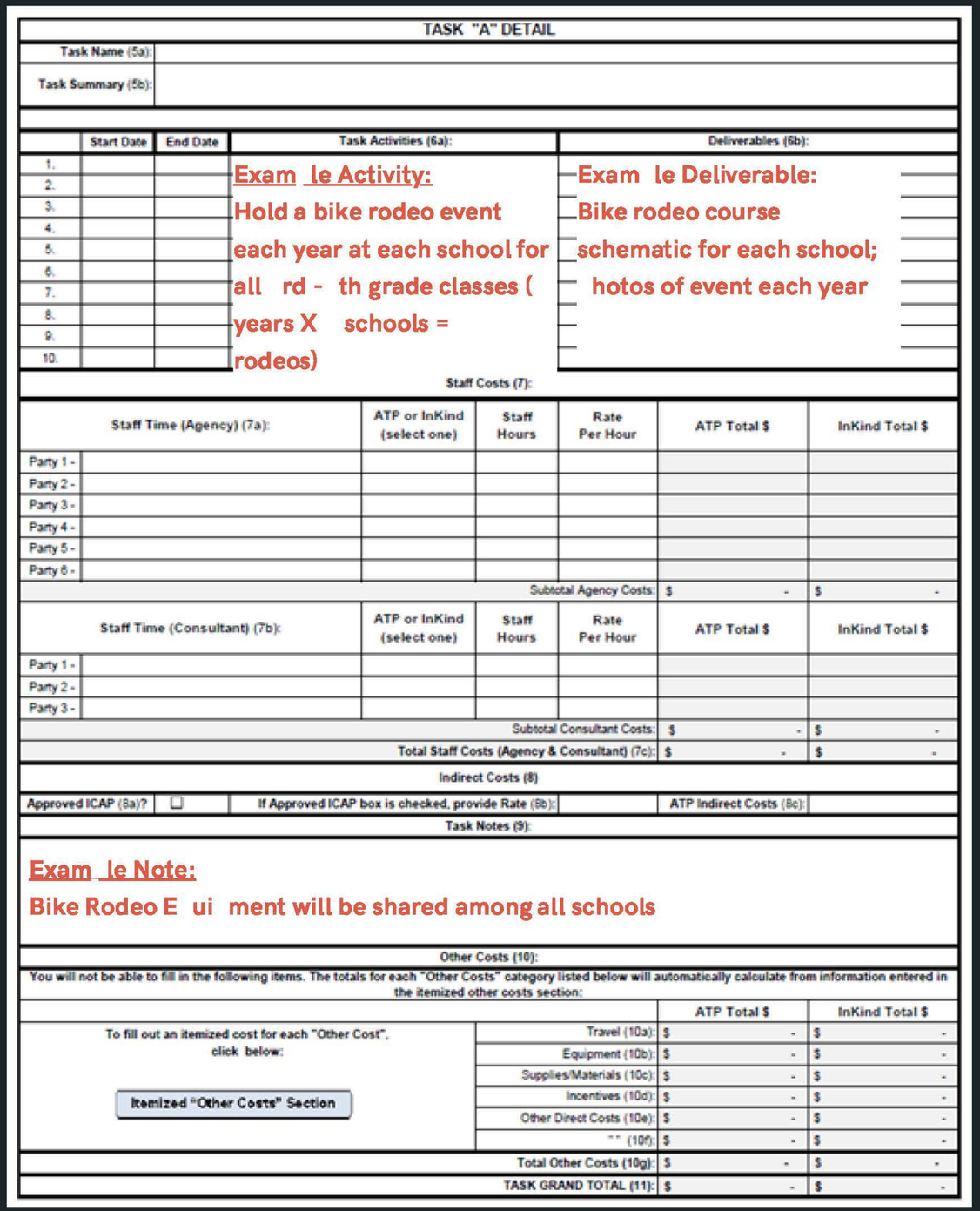
NI WORKPLAN (22-R)

SCOPE

- Break up the project into various Tasks
- Break up each Task into separate Activities (each part of your scope)
- Be detailed and specific
  - Quantify number of activities
  - Include tangible deliverables
- Include any additional comments/details in the Task Notes Section

SCHEDULE

- SRTS projects need to coordinate with school schedules



TASK "A" DETAIL

Task Name (5a):

Task Summary (5b):

	Start Date	End Date	Task Activities (6a):	Deliverables (6b):
1.			Exam le Activity: Hold a bike rodeo event each year at each school for all rd - th grade classes (years X schools = rodeos)	Exam le Deliverable: Bike rodeo course schematic for each school; hotos of event each year
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Staff Costs (7):

Staff Time (Agency) (7a):	ATP or InKind (select one)	Staff Hours	Rate Per Hour	ATP Total $	InKind Total $
Party 1 -					
Party 2 -					
Party 3 -					
Party 4 -					
Party 5 -					
Party 6 -					
Subtotal Agency Costs:				$ -	$ -

Staff Time (Consultant) (7b):	ATP or InKind (select one)	Staff Hours	Rate Per Hour	ATP Total $	InKind Total $
Party 1 -					
Party 2 -					
Party 3 -					
Subtotal Consultant Costs:				$ -	$ -
Total Staff Costs (Agency & Consultant) (7c):				$ -	$ -

Indirect Costs (8)

Approved ICAP (8a)?	☐	If Approved ICAP box is checked, provide Rate (8b):		ATP Indirect Costs (8c):	

Task Notes (9):

Exam le Note:

Bike Rodeo E ui ment will be shared among all schools

Other Costs (10):

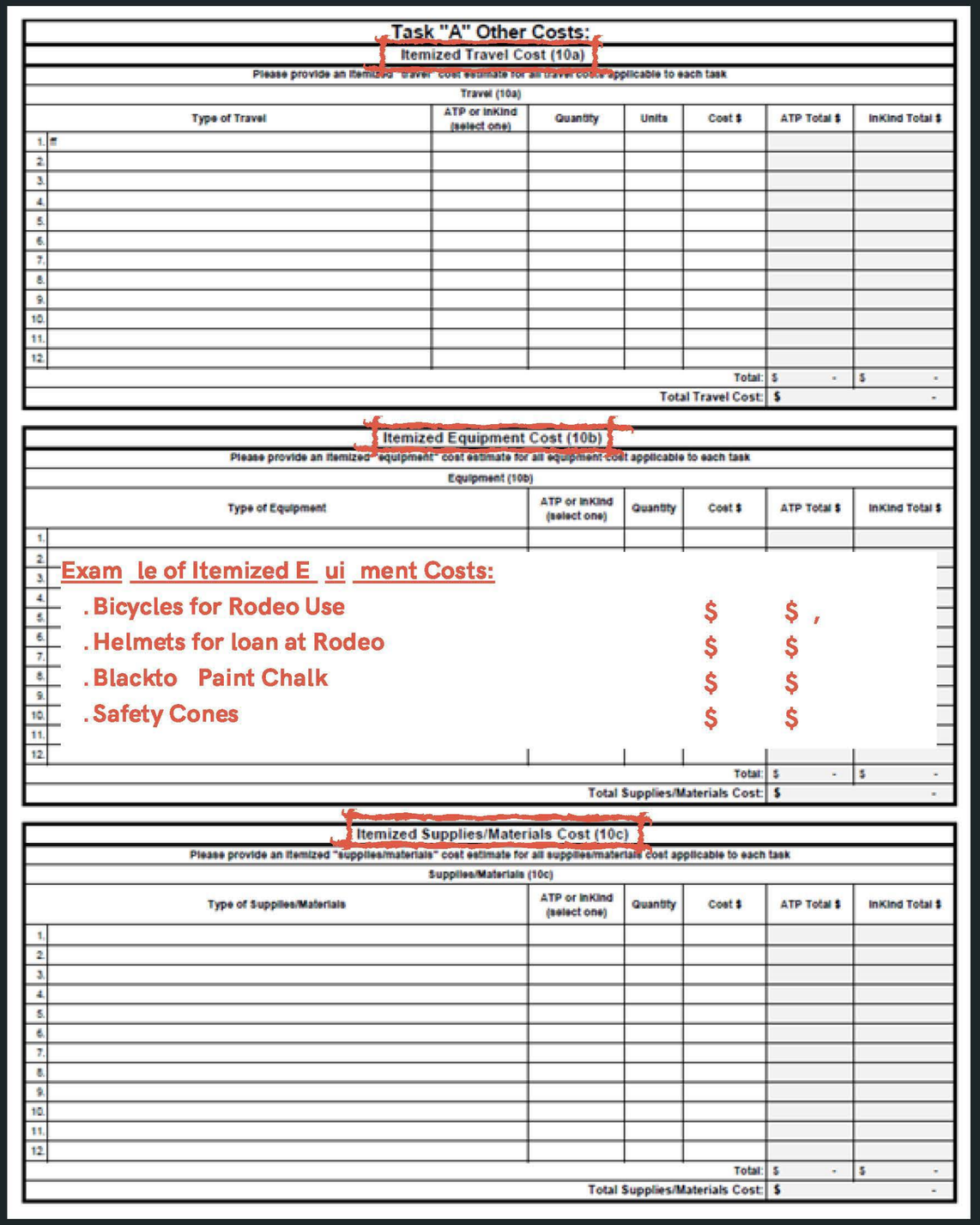
You will not be able to fill in the following items. The totals for each "Other Costs" category listed below will automatically calculate from information entered in the itemized other costs section:

		ATP Total $	InKind Total $
To fill out an itemized cost for each "Other Cost", click below: Itemized "Other Costs" Section	Travel (10a):	$ -	$ -
	Equipment (10b):	$ -	$ -
	Supplies/Materials (10c):	$ -	$ -
	Incentives (10d):	$ -	$ -
	Other Direct Costs (10e):	$ -	$ -
	" " (10f):	$ -	$ -
	Total Other Costs (10g):	$ -	$ -
	TASK GRAND TOTAL (11):	$ -	$ -

NI WORKPLAN (22-R)

COSTS

- Total costs on 22-R must match PPR and application
- Ensure compliance with NI Guidance for eligibility & cost of items
- Include Agency/Partner Agency staff costs and TBD consultant staff budget (on Task pages)
- Include anticipated costs for Travel, Equipment, Supplies/Materials, Incentives, Other Direct Costs (on “Other Costs” pages)
  - Be specific about what is anticipated to be needed
- Indicate if any costs are coming from an in-kind source



Task "A" Other Costs:

Itemized Travel Cost (10a)

Please provide an itemized "travel" cost estimate for all travel costs applicable to each task

Travel (10a)

	Type of Travel	ATP or InKind (select one)	Quantity	Units	Cost $	ATP Total $	InKind Total $
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
					Total:	$ -	$ -
					Total Travel Cost:	$ -	

Itemized Equipment Cost (10b)

Please provide an itemized "equipment" cost estimate for all equipment cost applicable to each task

Equipment (10b)

	Type of Equipment	ATP or InKind (select one)	Quantity	Cost $	ATP Total $	InKind Total $
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
				Total:	$ -	$ -
				Total Supplies/Materials Cost:	$ -	

Exam le of Itemized E ui ment Costs:

. Bicycles for Rodeo Use $ $,

. Helmets for loan at Rodeo $ $

. Blackto Paint Chalk $ $

. Safety Cones $ $

Itemized Supplies/Materials Cost (10c)

Please provide an itemized "supplies/materials" cost estimate for all supplies/materials cost applicable to each task

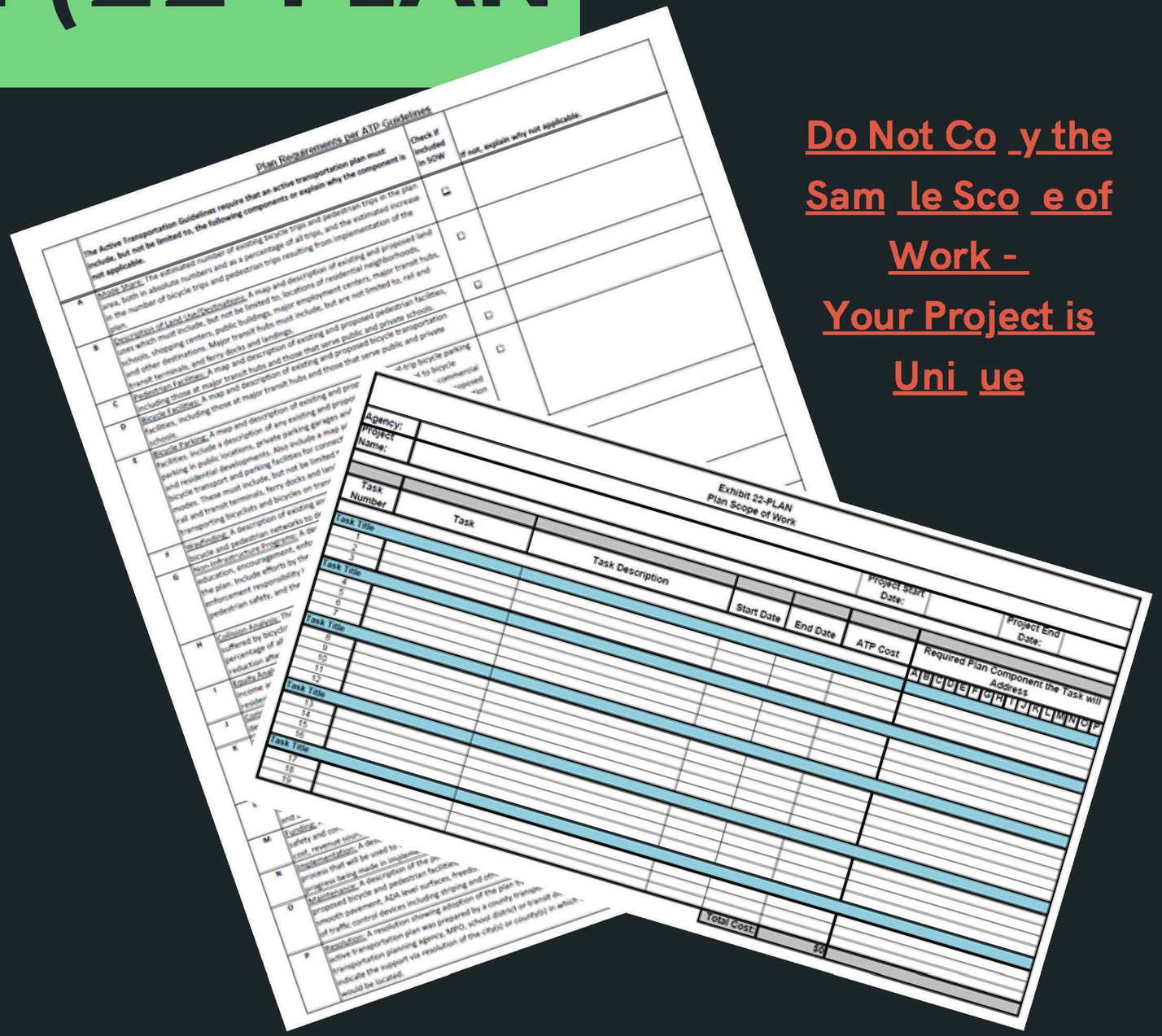
Supplies/Materials (10c)

	Type of Supplies/Materials	ATP or InKind (select one)	Quantity	Cost $	ATP Total $	InKind Total $
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
				Total:	$ -	$ -
				Total Supplies/Materials Cost:	$ -	

PLAN WORKPLAN (22-PLAN

FOR PLANS: THE 22-PLAN IS THE SCOPE OF WORK THAT MUST BE COMPLETED

- Make sure the details you are describing in the narrative of the application is consistent with the scope laid out in the 22-Plan
- Be sure to include the required plan components, or explain why not.
- Include the Plan Components Sheet
- Ensure key Planning Process tasks are included in Plan
- Development, such as:
  - Existing and future analysis
  - Robust community outreach
  - Project prioritization/ implementation plan



Do Not Co y the Sam le Sco e of Work - Your Project is Uni ue

Active Transportation Resource Center (ATRC)

Please visit the Active Transportation Resource Center for technical assistance and many more resources!

http://caatpresources.org/

WRAPPING IT UP

Top Takeaways

INFRASTRUCTURE

.Perform a site visit! Walk the roject site (with the a ro riate staff, such as engineers, ROW s ecialist, environmentalist, key stakeholders)

. All three elements of a lication must match (narrative, cost/schedule, ma s)

.A lication is the a roved sco ing document

. Community engagement - Get buy-in early

.Remember the Litmus Test: Using the lans, can you determine what elements are being ro osed, and where?

. When in doubt, reach out!

NI & PLANS

. Check eligibility of items by looking at the NI Guidance

. Be s ecific! Quantify as much as ossible in the -R

. Make sure your roject aligns and connects with the goals of the ATP

. For Plans, make sure to fit in that community engagement!

. Com lete your -R or your -Plan with your s ecific and uni ue roject. This is your sco e.

. When in doubt, reach out!

REACH OUT

DISTRICT CONTACTS

DISTRICT 1: SUZI THEISS

707-445-6399

Counties: Del Norte, Humboldt, Lake, Mendocino

DISTRICT 2: IAN HOWAT

530-225-3484

Counties: Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, Trinity

DISTRICT 3: DAVIS GIONGCO

530-741-5450

Counties: Butte, Colusa, El Dorado, Glenn, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, Yuba

DISTRICT 4: SYLVIA FUNG

510-286-5226

Xi Zhang - ATP Coordinator

510-622-5929

Counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, Sonoma

DESIREE FOX

HQ, DISTRICTS: 1-5 & 10

EMAIL ADDRESS

desiree.fox@dot.ca.gov

PHONE NUMBER

916-651-6873

DISTRICT 5: HEIDI BORDERS

805-549-3111

Counties: Santa Barbara, San Benito, San Louis Obispo, Santa Cruz, Monterey

DISTRICT 10: PARMINDER SINGH

209-948-3689

Counties: Alpine, Amador, Calaveres, Mariposa, Merced, San Joaquin, Stanislaus, Tuolomne

DISTRICT CONTACTS

REACH OUT

DISTRICT 6: JIM PERRAULT

559-445-5417

Counties: Fresno, Madera, Kings, Kern

DISTRICT 7: STEVE NOVOTNY

213-897-4289

Dale Benson - ATP

213-897-2934

Counties: Los Angeles, Ventura

DISTRICT 8: ALBERT VERGEL DE DIOS

909-806-3944

Counties: Riverside, San Bernadino

TERESA MCWILLIAM

HQ, DISTRICTS: 6-9, 11, 12

EMAIL ADDRESS

teresa.mcwilliam@dot.ca.gov

PHONE NUMBER

916-653-0328

DISTRICT 9: FOREST BECKET

760-872-0681

Counties: Inyo, Eastern Kern. Mono

DISTRICT 11: BING LUU

619-220-5311

Counties: Imperial, San Diego

DISTRICT 12: TIFINI TRAN

657-328-6275

Counties: Orange

REACH OUT

EMILY ABRAHAMS

NON-INFRASTRUCTURE & PLANS

EMAIL ADDRESS

emily.abrahams@dot.ca.gov

PHONE NUMBER

916-653-6920

SUMMER LOPEZ

NON-INFRASTRUCTURE & PLANS

EMAIL ADDRESS

summer.anderson-lopez@dot.ca.gov

PHONE NUMBER

916-653-4339

Questions?