

# **M e m o r a n d u m**

**To:** CHAIR AND COMMISSIONERS

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Action

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**Subject:** **STATUS OF THE ACTIVE TRANSPORTATION PROGRAM SEMI-ANNUAL  
PROGRESS REPORTS BY LOCAL AGENCIES**

## **ISSUE:**

Should the Commission adopt additional language in the 2019 Active Transportation Program Guidelines that will encourage agencies to submit timely reports to the Department and require submission of past due Active Transportation Program reports to the Department?

## **RECOMMENDATION:**

Staff recommends that the Department institute the reporting mechanisms currently outlined in the approved Senate Bill 1 Accountability and Transparency Guidelines to obtain past due reports. Staff further recommends that the Department notify agencies with past due reports of the upcoming changes to the reporting section in the 2019 Active Transportation Program Guidelines.

The Draft 2019 Active Transportation Program Guidelines include the following penalties and consequences for failure to submit reports:

- Caltrans may withhold an appropriate percentage of program funds.
- It may be recommended that further allocation of programmed funds be withheld.
- An agency that fails to submit the required reports could be determined ineligible for future project programming.

## **BACKGROUND:**

The Department provides the administrative oversight for the Active Transportation Program projects and ensures that the terms and conditions of the Commission’s guidelines and subsequent programming, allocation, reporting, and other actions are followed.