

2021 Active Transportation Program Regional Guidelines

Final

April 2020

Southern California Association of Governments

Imperial County Transportation Commission

Los Angeles County Metropolitan Authority

Orange County Transportation Authority

Riverside County Transportation Commission

San Bernardino County Transportation Authority

Ventura County Transportation Commission

**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
2021 ACTIVE TRANSPORTATION PROGRAM REGIONAL GUIDELINES**

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Introduction

Purpose

The intent of this document is to successfully implement the Metropolitan Planning Organization (MPO) component of the California Active Transportation Program (ATP). The following 2021 ATP Regional Guidelines (Regional Guidelines) outline the roles, responsibilities and processes for selecting projects to receive funding from the SCAG region's dedicated share of the 2021 ATP. The Regional Guidelines also outline the requirements for programming, allocation, project delivery, project reporting, project administration and program evaluation related to the 2021 Regional Active Transportation Program (Regional Program). The Regional Guidelines may be revisited and modified for future rounds of funding in order to remain consistent with the 2021 ATP Statewide Guidelines (Statewide Guidelines), and to consider innovative concepts and best practices to improve the Regional Program's efficiency and effectiveness.

Background

- The goals of the ATP are to:
 - Increase the proportion of trips accomplished by biking and walking;
 - Increase the safety and mobility of non-motorized users;
 - Advance the active transportation efforts of regional agencies to achieve greenhouse gas reductions goals as established pursuant to SB 375;
 - 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 (DAC) fully share in the benefits of the program; and
 - Provide a broad spectrum of projects to benefit many types of active transportation users.
- The 2021 Statewide Guidelines, adopted by the California Transportation Commission (CTC) on March 25, 2020, describe the policy, standards, criteria and procedures for the development, adoption and management of the ATP Statewide Program.
- Per the 2021 Statewide Guidelines, 40% of the funds for the ATP must be distributed by MPOs in urban areas with populations greater than 200,000, with funds distributed to each MPO based on total MPO population.
- The funds distributed by the MPOs must be programmed and allocated to projects selected through a competitive process in accordance with the ATP Statewide Guidelines.
- A MPO choosing to use the same project selection criteria and weighting, minimum project size, match requirement, and definition of DAC as used by the CTC for the statewide competition may defer its project selection to the CTC.
- MPOs may also issue a separate, supplemental call for projects. If a call for projects is initiated, it will require development and approval of guidelines and applications. In administering a competitive selection process, a MPO must use a multidisciplinary advisory group to assist in evaluating project applications.
- 25% of the regional funds must benefit DAC.

- The Statewide Guidelines allow for a large MPO to make up to 2% of its 2021 ATP funding available for active transportation plans in DACs.
- The Statewide Guidelines establish four eligible project types:
 - Infrastructure Projects: Capital improvements that will further the goals of this 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 components proposed for programming, it must provide at least a preliminary estimate of costs for all components. PSR guidelines are posted on the CTC website: <http://www.catc.ca.gov/programs/ATP.htm>. *A capital improvement that is required as a condition for private development approval or permits is not eligible for funding from the Active Transportation Program.*
 - Plans: The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan in a DAC.
 - Non-infrastructure Projects: Education, encouragement, and enforcement activities that further the goals of this program. The CTC intends to focus funding for non-infrastructure on start-up projects. A project is considered to be a start-up when no program currently exists. Start-up projects must demonstrate how the program is sustainable after ATP funding is exhausted. ATP funds cannot fund ongoing program operations. Non-infrastructure projects are not limited to those benefiting school students. Program expansions or new components of existing programs are eligible for ATP funds as long as the applicant can demonstrate that the existing program will be continued with non-ATP funds.
 - Infrastructure projects with non-infrastructure components.
- Per Statewide Guidelines, and based on SB 99, the following requirements apply specifically to SCAG:
 - SCAG must consult with the county transportation commissions, the CTC, and Caltrans in the development of the competitive project selection criteria. The criteria 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; and
 - SCAG must obtain concurrence from the county transportation commissions.
- The SCAG Regional Program will be developed through coordination of the ATP Subcommittee. The ATP Subcommittee is a subcommittee of the SCAG Sustainability Committee. The ATP Subcommittee is comprised of SCAG staff and representatives from each of the six (6) county transportation commissions. The Subcommittee drafts the Regional Program Guidelines, the Regional Program and administers tasks associated with project delivery. The County Transportation Commissions approve the Regional Program as it pertains to each respective county. SCAG's Regional Council approves the Regional Program Guidelines and Regional Program. The California Transportation Commission approves the Regional Program Guidelines and Regional Program.

Fund Estimates for 2021 Regional ATP

The 2021 ATP total funding estimate is \$445.5M. Per the 2021 ATP Statewide Guidelines, the MPO share is 40% of the total budget and the SCAG share is 50% of the MPO amount.

The SCAG region’s share of the 2021 ATP is approximately \$93.4M, which includes funding in Fiscal Years 2021/22, 2022/23, 2023/24, and 2024/2025 to be programmed as follows:

Year (Fiscal)	Funds (\$1000s)
FY 21/22	20,310
FY 22/23	21,157
FY 23/24	25,976
FY 24/25	25,976
Total	93,419

Eligibility

SCAG intends to apply the eligibility requirements as adopted in the 2021 Statewide Guidelines to the Regional Program. These requirements include an option for SCAG to provide a Regional Definition of Disadvantaged Communities. As part the 2016 Regional Transportation Plan (RTP)/ Sustainable Communities Strategy (SCS), SCAG established “environmental justice areas” and “communities of concern” as disadvantaged communities through a robust public outreach process that included the input of community stakeholders. These disadvantaged communities criteria are intended to complement existing definitions established through SB 535 and the ATP Statewide Guidelines.

Regional Disadvantaged Communities Definitions

Per the Statewide Guidelines, MPOs have the option to use different criteria for determining which projects benefit disadvantaged communities. This additional criteria includes Environmental Justice Areas and Communities of Concern. This criteria can be used in addition to the existing SB 535 criteria.

- Environmental Justice Areas: Environmental Justice Areas are reflected in Transportation Analysis Zones that show a higher share of minority population or households in poverty than is seen in the great region as a whole.
- Communities of Concern: Communities of Concern are Census Designated Places or city of Los Angeles Community Planning Ares that fall in the upper third for their concentration of minority population households in poverty. This designation is significant in severity due to the degree of poverty.

Project Selection Process

SCAG intends to award funding to projects in two program categories. These categories include: Implementation projects, and Planning & Capacity Building projects.

Implementation Projects Category

Implementation projects include infrastructure, non-Infrastructure, infrastructure projects with non-infrastructure components, and plans as defined by the Statewide Guidelines and included in the Background (above). No less than 95% of the total regional funds shall be dedicated to funding Implementation projects in the 2021 Regional ATP. Implementation funds shall be allocated to projects in each county using population-based funding targets.

Implementation Projects Category: Funding Targets

County	Pop %	Funding Amount
Imperial	1%	\$882
Los Angeles	54%	\$47,506
Orange	17%	\$14,930
Riverside	12%	\$11,305
San Bernardino	11%	\$10,157
Ventura	5%	\$3,969
Total	100%	\$88,748

In this category, and consistent with previous ATP cycles, SCAG will select Implementation projects utilizing the CTC statewide applications, scoring and ranking process. SCAG will only fund Implementation projects submitted through the statewide application process. However, SCAG and its member counties will reserve the option to establish an evaluation committee and issue a supplemental call for proposals for Implementation projects in future ATP cycles.

The selection process shall occur as follows:

- Prior to scoring by the CTC, SCAG shall coordinate with each county to ensure that all Implementation project applications submitted through the statewide call for proposals have been submitted to the county and SCAG.
- The county transportation commissions shall review the Implementation project applications and determine which projects are “consistent with plans adopted by local and regional governments within the county” per the requirements of SB 99. When projects are determined to be consistent, the county shall authorize up to twenty (20) points to consistent projects.
- If a county transportation commission assigns additional points (up to 20, as noted above) to a project for which they are the lead applicant, an explanation shall be provided to SCAG of how the scoring process resulted in an unbiased evaluation of the project.

- The Board of each respective county transportation commission shall approve the scoring methodology/guidelines and point assignments, and submit the scores to SCAG for inclusion in the preliminary ranking of regional projects by January 11, 2021
- SCAG shall establish a preliminary regional Implementation projects list based on the county's submissions that programs no less than 95% of the total regional funds and rely on population-based funding targets to achieve geographic equity.
- The county may also recommend funding for projects to be included on the Regional Program contingency list. Projects included on the contingency list shall be included in the program reflecting the project score as detailed in the Fund Balance and Contingency List section below.

Planning & Capacity Building Projects Category

Planning & Capacity Building projects may include the development of non-infrastructure projects and plans, as defined by the Statewide Guidelines and included in the Background section of the Regional Guidelines (above). The Regional Guidelines call for no more than 5% (\$4.7M) of the total regional funds be allocated in this category with a maximum of 2% (\$1.9M) being dedicated to Planning projects.

As in previous cycles, the pool of projects considered for funding in this category shall include projects that are submitted through the CTC's Statewide ATP Call for Projects using the state's planning application, as well as, planning and non-infrastructure projects submitted through the supplemental call for Planning & Capacity Building projects issued by SCAG. The supplemental call for projects is integrated with SCAG's Sustainable Communities Program (SCP) program and aims to better align planning and capacity building resources with regional planning priorities and opportunities. The SCP call for projects provides a more seamless, consolidated process for local jurisdictions and eligible applicants to secure resources from the ATP, as well as other regional funds programmed by SCAG.

Planning Applications Submitted Through the Statewide Call for Projects

- SCAG is required to consider funding proposals that are submitted, but unsuccessful in securing funds, through the statewide call for proposals.
- Within the Planning & Capacity Building projects category, SCAG will consider funding all unsuccessful planning, non-infrastructure, and quick build applications submitted at the statewide level.
- The planning, non-infrastructure, and quick build applications will not be re-scored by SCAG. The initial score provided by the CTC shall be used in ranking the project against projects submitted through the supplemental call for projects.
- Planning project awards will be capped at \$500,000. If the funding request exceeds \$500,000, the project applicant will be required to provide matching funds to fully fund the project.
- Non-infrastructure and quick build projects awards will be capped at \$900k. If the funding request exceeds the \$900k cap, the project applicant will be required to provide matching funds to fully fund the project or the project balance could be awarded through the Implementation Projects Category. Alternatively, the county transportation commission may fully fund the project as part

of the Implementation Projects Category, if the project merits award through the process outlined above.

Supplemental (Sustainable Communities Program) Call for Projects

- SCAG will develop SCP Guidelines, consistent with the parameters established by the Regional Guidelines, as described below.
- The SCP Guidelines will include the same match requirement and definition of DAC as used by the CTC in the statewide planning selection process.
- All Planning projects funded by ATP shall satisfy the CTC’s requirements for the use of planning funds, including DAC requirements.
- To increase the reach and impact of the Regional Program, SCAG will cap funding requests to \$900,000 for all non-infrastructure and quick build applications and \$500,000 for planning applications.
- The Scoring Criteria and associated points available for all project and application types will be as follows:
 - Mobility Benefit—Potential to increase walking/biking (0-25 points)
 - Safety Benefit—Potential to reduce the number and risk of pedestrian and bicycle fatalities and injury (0-35 points)
 - Public Health (0-10 points)
 - Disadvantaged Communities (0-10 points)
 - Public Participation (0-15 points)
 - Cost Effectiveness (0-5 points)
- In consultation with the counties and a multi-disciplinary working group, SCAG will develop applications for planning and non-infrastructure project types. Each application will be closely aligned with and aim to focus resources on the implementation of regional active transportation programs and strategies.

To establish a preliminary Planning & Capacity Building project list, applications from the supplemental call for projects and statewide call for projects will be ranked by county and prioritized by score. Funds will then be recommended to projects in consideration of the following principles:

- The total funding recommended in this category will not exceed 5% of the total Regional Program. Planning projects funding shall not exceed 2% of the total Regional Program.
- Geographic equity, informed by population-based funding targets, shall be pursued and assessed programmatically across all funding sources programmed through the Active Transportation component of the SCP.

Recommended Regional Program

SCAG shall create a draft Regional Program that incorporates the preliminary project lists from the Implementation and Planning & Capacity Building project categories.

SCAG will analyze the draft Regional Program to ensure it meets the DAC requirements by allocating at least 25% to projects benefiting DAC (as defined by the Statewide Guidelines).

If the total is less than 25%, SCAG will modify the preliminary regional project list to ensure the 25% mark is achieved, as follows:

- The lowest scoring project in the region may be replaced with the highest scoring DAC within the same County. If the county has no other eligible DAC projects, the lowest scoring project shall be replaced with the highest scoring DAC project(s) from the region.
- This process will be repeated until the 25% target is met.
- This process may lead to an outcome where a county receives less than its population-based share of the funding, but is necessary to ensure the DAC requirements for the Regional Program are met.

For ease of administration, SCAG may, with the project sponsor's permission, consolidate one or more of the projects on the Planning & Capacity project list into a Regional Planning & Capacity Building project to be administered by SCAG on behalf of the sponsoring agencies. If sponsoring agencies choose to be part of the consolidated project, a five percent (5%) fee for administrative service will be included as a task in the project. In order to provide the data contained in the Caltrans applications, SCAG will transfer the relative data fields to Caltrans for incorporation into ATP data set.

The final recommended Regional Program will be reviewed by the county transportation commission staff, Caltrans and CTC staff to make any final adjustments and achieve consensus prior to submitting the Regional Program recommendations to the Chief Executive Officers (CEO) of the county transportation commissions and Boards, SCAG's Regional Council and CTC for approval.

With consensus from the County Transportation Commission CEOs or their designees, SCAG's Executive Director may make technical changes to the program as needed to ensure the timely delivery of the regionally-selected projects.

Programming

Fund Assignments

SCAG is required to recommend the funding assignments for all projects proposed for funding in the Regional Program. The programming years for the 2021 ATP are State Fiscal Years 2021/22 to 2024/25. Per the Statewide Guidelines, the ATP must be developed consistent with the fund estimate and the amount programmed by fiscal year must not exceed the amount identified in the fund estimate. SCAG will aim to program in a constrained manner. SCAG is also required to recommend the funding source for each project, such that the program as a whole aligns with the fund estimate for each programming year. In meeting these requirements, SCAG will adhere to the following process and guiding principles:

- Funding assignments will be made by SCAG and the county transportation commissions through a collaborative decision-making process.
- Funding in fiscal years 2021/22 and 2022/23 will be state funding only. Funding in fiscal years 2023/24 and 2024/25 will include both state and federal funding.

- Funding assignments will be made to best align the funding source with the project type, size, and sponsors' capacity for obligating federal funds; therefore, federal and state funds will not be equally distributed in each county.
- State funds will be programmed to address the following regional objectives, listed in order of priority:
 - Satisfy match requirements for federally funded projects. Projects that provide some but not all of the 11.47% match may need assistance in satisfying the match. State funding is eligible to bridge the gap in any match funding deficit. State funding shall not exceed 11.47% of total project funding;
 - Reduce administrative burden for Planning and Non-infrastructure projects and projects requesting less than \$2M; and
 - Expedite delivery of pre-construction phases of projects to ensure timely delivery of projects funded for multiple phases.

Partial Awards

- County transportation commissions will be responsible for recommending partial awards for Implementation projects.
- SCAG and the county transportation commissions will only consider partial awards if the project sponsor meets one of the following requirements:
 - The applicant provides funds through additional sources to fully fund the project;
 - The applicant demonstrates the means by which it intends to fund the construction of a useable segment, consistent with the Regional Transportation Plan (RTP).
 - The applicant downsizes the project scope in a manner such that the "new" project would receive the same scores or ranking as the originally proposed project. The ATP Subcommittee will determine the eligibility of a downsized project scope based on the representative county transportation commission's request. The request shall include:
 - An explanation of the proposed scope change;
 - The reason for the proposed scope change;
 - The impact which the proposed scope change would have on the overall cost of the project;
 - An estimate of the impact the proposed scope change would have on the potential of the project to increase walking and bicycling as compared to the benefits identified in the project application (increase or decrease in benefit);
 - An estimate of the impact the proposed scope change would have on the potential of the project to increase the safety of pedestrians and bicyclists as compared to the benefits identified in the project application (increase or decrease in benefit); and
 - An explanation of the methodology used to develop the aforementioned estimates.

- For projects that fall into the Large Infrastructure category as defined in Statewide Guidelines, the applicant must demonstrate the means by which it intends to fund the construction of a useable segment, consistent with the RTP.
 - Uncommitted funds may only be from ATP or the Local Partnership Program (formulaic or competitive). The applicant must indicate its plan for securing a funding commitment; explain the risk of not securing that commitment, and its plan for securing an alternate source of funding should the commitment not be obtained. If a project with uncommitted funds is programmed, all funding commitments for that phase must be secured prior to July 1 of the fiscal year in which the project is programmed or the project will be removed from the program.
- If funding is made available (i.e. due to an ineligible project determination), the available funding will be prioritized for a threshold project receiving a partial award within the county where the funding was awarded initially. If the available funding exceeds the amount needed for fully funding the partial award, the surplus shall be made to the highest scoring project on the contingency list within the county where the funding was initially awarded. The surplus may also be made available for a partial award in another county, pending approval of the ATP Subcommittee.

Fund Balance & Contingency List

Any funds that are not assigned by SCAG to projects in the Regional Program will be returned to the state and incorporated into the fund estimate for subsequent ATP cycles. To maximize funds available in the region, the following steps will be pursued:

- The initial recommended Regional Program to the CTC will identify projects that program 100% of the region's share of ATP funds. If a balance exists after each county has exhausted to the greatest extent possible its funding target and SCAG has exhausted to the greatest extent possible the Planning & Capacity Building funds, SCAG in consultation with the counties, will recommend the fund balance be awarded to fully or partially fund the highest scoring and/or shovel ready "contingency" project(s) (see below) across all counties.
- If the final project on a county's list exceeds the county's ATP funding target, the county may work with the project sponsor to explore the feasibility of a partial award, as noted above. If a partial award is determined to be insufficient and infeasible, the county may recommend fully or partially funding to the subsequent highest scoring projects on the county's list.
- The recommended Regional Program will include a contingency list of Implementation and Planning and Capacity Building projects that will be in place until the next cycle of ATP funding. Implementation projects will be ranked in priority order based on the county transportation commission's evaluation scoring. Planning & Capacity Building projects will be ranked in priority order based on the project's statewide evaluation score. Projects may be included in both rankings depending on project type. SCAG intends to fund projects on the contingency list should there be any project failures or savings in the Regional Program. When a

- contingency project is advanced for funding due to project failure from the Implementation list of projects, SCAG – in consultation with the counties – will strive to replace the failed project with a project from the same county from the Implementation list. When a contingency project is advanced for funding due to project failure from the Planning and Capacity Building list of projects, SCAG – in consultation with the counties – will strive to replace the failed project with a project from the same county from the Planning and Capacity Building list. In recommending replacement projects, SCAG and the county transportation commission may consider both project ranking and project readiness. If contingency projects are not amended into the program, they will remain unfunded and project sponsors may resubmit them for future ATP cycles.
- SCAG and/or the county transportation commissions are encouraged to pursue one or more of the following project management strategies:
 - Review the initial work schedule to determine timeline feasibility and propose revisions where necessary.

Program Amendments

The Regional Guidelines allow SCAG to amend the Regional Program to remove and advance projects. An annual report will be provided to the Regional Council on program amendments. Amendments to the Regional Program may occur under the following conditions and in the following manner:

- If project design, right-of-way or construction are programmed before the implementing agency completes the environmental process, and following completion of the environmental process updated information indicates that a project is expected to accomplish fewer benefits or is less cost effective as compared with the initial project application, then future funding for the project may be deleted from the program. It is the responsibility of the county transportation commission to recommend to SCAG that the project be deleted from the program if warranted. The county transportation commission that recommends project deletion may, in a reasonable timeframe, recommend replacing the deleted project with a project on the Contingency List.
- If the project is a Planning & Capacity Building Project and funds have not been allocated by May 1st of the year the funds are programmed, or the project sponsor has requested that the project be removed from the Regional Program, then SCAG may recommend deletion of the project and fund a project on the contingency list, considering project ranking, readiness and the county from which the deleted project originated.
- If a county transportation commission recommends deletion of a project and has not identified a replacement project for the contingency list in a reasonable timeframe, then SCAG will collaborate with the counties to identify a suitable replacement project from the region-wide contingency list and amend the project into the Regional Program.
- In order to ensure the timely use of all program funds, the CTC will, in the last quarter of the fiscal year, allocate funds to projects programmed in a future fiscal year on a first-come, first-served basis. SCAG will recommend approval of an advancement request if the project is:

- A Planning project and SCAG deems the project ready for allocation (see Allocation, below); or
- An Implementation project, and the county transportation commission recommends advancement of the project.

FTIP Amendments

All projects funded by the 2021 Regional Program must be amended into the Federal Transportation Improvement Program (FTIP).

- The county transportation commissions will be responsible for programming all Implementation projects into the FTIP.
 - Projects that are regionally significant and Transportation Control Measures (TCM) must be individually listed in the FTIP by the county transportation commission.
 - Projects that are not regionally significant or TCMs may be entered as a group listing by project function, using the applicable classifications under 23 CFR 771.117(c) and (d) and/or 40 CFR part 93 (See www.dot.ca.gov/hq/transprog/federal/fedfiles/res_publications/grouped_pjt_listings.pdf)
- SCAG shall be responsible for programming Planning and Non-Infrastructure projects into the FTIP.
- The county transportation commissions and SCAG shall aim to program all 2021 ATP projects, regardless of programming year, in the 2021 FTIP amendment cycle.

Allocation

The Regional Guidelines require allocation requests for a project in the Regional Program to include a recommendation from SCAG. SCAG shall defer this responsibility to the county transportation commissions for all Implementation projects and provide a concurrence letter to the county which notes that the project allocation request is consistent with the project as programmed in the FTIP or is being processed into the FTIP through an amendment or modification that is underway.

The CTC will consider approval of a Letter of No Prejudice (LONP) to advance a project programmed in the ATP. Approval of the LONP will allow the agency to begin work and incur eligible expenses prior to allocation. The Amended LONP Guidelines were adopted in October 2017 and are on the CTC's website, <http://www.catc.ca.gov/programs/atp/>.

Project Delivery

Per the Statewide Guidelines, ATP allocations must be requested in the fiscal year of project programming and are valid for award for six (6) months from the date of allocation, unless the CTC approves an extension. The Commission may extend the deadline only once for each allocation phase and only if it finds that unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The CTC and Caltrans require that the extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed twelve months.

If extraordinary issues exist that require a longer extension, the implementer may request up to 20 months for allocation only. Refer to the ATP Statewide Guidelines for complete project delivery requirements.

Extension requests for a project in the SCAG Regional Program must include a recommendation by SCAG. Extension requests will be approved by SCAG under the following conditions:

- If the project is an Implementation project, the county transportation commission has recommended that the project be extended.
- If the project is a Planning project, SCAG staff has reviewed the project status and determined that:
 - The project sponsor has made a good faith effort to meet programming deadlines and that there is a high likelihood that a project extension will result in project allocation; and/or
 - The justification for the extension indicates a reason that was unforeseen by the project sponsor and beyond the control of the project sponsor.

Caltrans will track the delivery of ATP projects and submit to the CTC a semiannual report showing the delivery of each project phase. SCAG will analyze these reports to identify project delivery issues in the SCAG region and work with the county transportation commissions and the project sponsor to resolve any issues.

Project Scope Change

In the event that a project requires a scope change, the project sponsor shall submit a request for scope change to SCAG and the responsible County Transportation Commission for review and approval. The request for scope change shall include:

- An explanation of the proposed scope change;
- The reason for the proposed scope change. If the request incorporates a change that alters original designs, the project sponsor shall provide the steps taken to retain the initial design and the extenuating circumstances that necessitate the design change. Extenuating circumstances are defined as those which make the project undeliverable due to costs and/or safety issues;
- The impact the proposed scope change would have on the overall cost of the project;
- An estimate of the impact the proposed scope change would have on the potential of the project to increase walking and bicycling as compared to the benefits identified in the project application (increase or decrease in benefit);
- An estimate of the impact the proposed scope change would have on the potential of the project to increase the safety of pedestrians and bicyclists as compared to the benefits identified in the project application (increase or decrease in benefit); and
- An explanation of the methodology used to develop the aforementioned estimates.

Project Reporting

As a condition of the project allocation, the CTC will require the implementing agency to submit semi-annual reports (unless the agency is subject to the Baseline Agreement requirement outlined in the 2019 ATP Statewide Guidelines) on the activities and progress made toward implementation of the project and a final delivery report. An agency implementing a project selected in the SCAG Regional Program must also submit copies of its semi-annual reports and a final delivery report to the county and SCAG. The purpose of the reports is to ensure that the project is executed in a timely fashion and is within the scope and budget identified when the decision was made to fund the project. Project reporting forms can be found at <http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/lapgforms.htm>.

Schedule

Action	Date
CTC adopts ATP Guidelines	March 26, 2020
Call for projects	March 26, 2020
RC Approves ATP Regional Program Guidelines	April 2, 2020
Commission approves or rejects MPO Guidelines	May 14, 2020
Project applications to Caltrans (postmark date)	June 15, 2020
Staff recommendation for statewide and small urban and rural portions of the program	November 16, 2020
County 20 point scoring methodology submitted to SCAG	November 30, 2020
Commission adopts statewide and small urban and rural portions of the program	December 3, 2020
Counties submit recommended project lists to SCAG	January 1, 2021
Project PPRs Due to SCAG	January 1, 2021
Deadline for MPO DRAFT project programming recommendations to the Commission	January 18, 2021
CEOs Approval	March 1, 2021
RC Adopts SCAG Regional Program Approval	April 1, 2021
Deadline for MPO FINAL project programming recommendations to the Commission	April 2, 2021
Commission adopts MPO selected projects	May 2021