ATP

Next Steps in the Project Process

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ATP Program Manager
CONGRATULATIONS ON HAVING YOUR PROJECT SELECTED FOR CYCLE 1 ATP FUNDING!

NOW WHAT DO YOU NEED TO DO?
ATP PRESENTATION TOPICS

• Funding Disclaimer
• DLAE contact information
• State-only funds
• Programming
• Allocation(s)
• Time Extension(s)
• Project Implementation
• SRTS- NI
• CCC &/or CalCC (the Corp(s))
• New Agency
• Cycle 2
FUNDING DISCLAIMER
The first thing we want to do is remind you that:

ATP is a Reimbursement Program

ATP is NOT a grant program

Do not start any work, including-
• Design
• Advertisement of contracts or
• Construction

Any work performed prior to federal “Authorization to Proceed” is not eligible for reimbursement and may disqualify that phase for reimbursement. Contact your DLAE* or district engineer.*

*If you don’t know who your DLAE is, see slides 10 & 11
Funding Disclaimer - Continued

Your project may contain ineligible items. These items may be identified:

• by HQ, from the application, or by
• the District during-
  o the field review, or by
  o reviewing the application.

An awarded project does not imply that all proposed work is eligible for reimbursement.
This 61 slide Powerpoint presentation has been prepared for those agency’s whose projects that were selected (or will be selected) for ATP Cycle 1 funding, either at the August California Transportation Commission (CTC) meeting or the November 12th CTC meeting. There are some differences in how these 2 “lists” of projects will move forward. I will be referring to them as the “August or Statewide List” or the “November or MPO list”, in those cases.

This will be a high level presentation- and the main point will be that your District Local Assistance Engineer or DLAE is here to assist your projects through the process.
ACRONYMS

- **ATP** - Active Transportation Program
- **CTC** - Ca. Trans. Commission
- **DLAE** - District Local Assistance Engineer
- **CCC and/or CalCC** - California or Local Conservation Corp(s)
- **PPR** - Project Programming Request form
- **CEQA & NEPA** (federal funding only) - Environmental certifications
- **SOF** - State-only funding
- **PE, ROW or R/W, CON** - Preliminary Engineering, Right-of-way, Construction
- **TIP** - Transportation Improvement Program (RTIP, FTIP FSTIP) “Programming”
- **MPO** - Metropolitan Planning Organization
- **RTPA** - Regional Trans. Planning agency
- **SFY & FFY** - State Fiscal year & Federal Fiscal Year
- **RFA** - Request for Authorization (Fed funds only)
- **NI** - Non-Infrastructure
- **SRTS** - Safe Routes to school
CTC ATP website:  
http://www.catc.ca.gov/programs/ATP.htm
Legislated ATP Guidelines, fund estimate, copies of all of the Cycle 1 funded applications.

The CTC has posted all of the August awarded applications for viewing at:  
http://www.catc.ca.gov/programs/ATP/2014_Project_Apps.html

Local Assistance ATP Website:  
http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html
LAGP ATP Chapter 22 & Exhibits
Per the CTC guidelines “The agency has 36 months from Construction contract award to complete the contract. The CTC may extend the deadline.” We have modified the Request form to include this information.
If you do not know who your DLAE or District Engineer is, go to: [http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm](http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm) and click on the district your project is in.

**District 1**- Del Norte, **Humboldt**, Lake & Mendocino Counties  
**District 2**- Lassen, Modoc, Plumas, **Shasta**, Siskiyou, Tehama & Trinity Counties  
**District 3**- Butte, Colusa, El Dorado, Glenn, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, & **Yuba** Counties  
**District 4**- **Alameda**, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano & Sonoma Counties
DLAE OR DISTRICT ENGINEER- CONTINUED

District 5- Santa Barbara, San Benito, San Luis Obispo, Santa Cruz & Monterey Counties
District 6- Fresno, Madera, Kings, Western Kern, & Tulare Counties
District 7- Los Angeles & Ventura Counties
District 8- San Bernardino & Riverside Counties
District 9- Inyo, Eastern Kern & Mono Counties
District 10- Alpine, Amador, Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, & Tuolumne Counties
District 11- Imperial & San Diego Counties
District 12- Orange County
DLAE OR DISTRICT ENGINEER- CONTINUED

http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm

### Local Assistance Contacts

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<tr>
<th>Dist 1</th>
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<td>Public: (707) 445-6399, FAX: (707) 441-2048, Fax 8-538-2048</td>
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## Differences Between Federal Funds & State-only Funds

**Federal**
- Has to be Programmed (usually) in the TIP
- E-76/Obligation/Authorization package
- Environmental
  - CEQA
  - NEPA
- ROW- Certification required prior to CON funding request

**State**
- Was Programmed when the project was adopted
- State-only finance letter
- Environmental
  - CEQA- Agency is Lead
- ROW- Agency self certifies
For each phase of State-only funding an allocation has to be requested (see slides 22-26), the State only Finance letter (Ex 22-C), along with any other required back-up documentation should also be submitted to your DLAE.

If your project is fully State-only funding, the agency self certifies that their Right-of-way Clearances have been achieved. Question #9 Exhibit 22-N Funding Allocation Checklist.
If your project is currently in the Pre-construction phase (PE and/or ROW only) and you will be getting SOF for these phases; if your CON phase will be more than $1M (and you will be coming in for future ATP funding for it), you should assume that you will be getting Federal funds. Therefore you MUST follow the Federal requirements for all phases.

For future ATP Cycles the application will have the State-only funding request information on it, so the Award letter will indicate the type of funds on the project.
ATP STEPS

- Programming
  - Slides 17–21

- Allocation(s)
  - Slides 22-26

- Time Extension Request
  - Slides 27-28

- Project Implementation
  - Slides 29-48
PROJECT PROGRAMMING (FEDERAL FUNDING)

STATE FUNDS WERE PROGRAMMED AT THE SAME TIME THE CYCLE 1 LIST WAS ADOPTED BY THE CTC
Project Schedule - Step 1 Programming

Cycle 1 Statewide and Small Urban & Rural ATP Projects Announced
PROJECT SCHEDULE- STEP 1
PROGRAMMING

Cycle 1 Statewide and Small Urban & Rural ATP Projects Announced

For more programming information go to http://www.dot.ca.gov/hq/transprog/oftmp.htm, scroll down to “2015 FTIP/FSTIP workshop”

Programming can take a few weeks to 6 months

Aug 2014
Nov 2014
Feb 2015
May 2015
Aug 2015
Nov 2015
The FTIP is a four year statewide intermodal program of transportation projects that is consistent with the statewide transportation plan and the Federal Transportation Improvements Programs (FTIPs).

The FTIP is prepared by Caltrans in cooperation with the Metropolitan Planning Organizations (MPOs) and the Regional Transportation Planning Agencies (RTPAs).

- Include for each project listing:
  - A description of the work,
  - total project cost,
  - the source/amount/year of anticipated obligations (phases),
  - the responsible agency.
THE PROJECT PHASES

- Permits & Environmental Studies (PA&ED)
- Plans, specs & estimates (PS&E)
- Right-of-way (ROW) capital outlay
- Support for ROW acquisition

- Construction (CON) capital outlay
- Construction Engineering (CE)
ALLOCATION OF FUNDS
PROJECT SCHEDULE- STEP 2
ALLOCATION OF FUNDS

Funding Allocation

Allocations take about 2 months

For the Allocation Preparation Schedule go to:
:http://www.dot.ca.gov/hq/transprog/ctcliaison.htm
There isn’t an Feb, April, July, Sept or Nov CTC Meeting in 2015

CTC meeting schedule;-;
January 21/22 2015; March 25/26 2015; May 27/28 2015; June 24/25 2015; August 26/27 2015; October 21/22 2015; December 10 2015
The Allocation request is first submitted to your DLAE. See the *Local Assistance Program Guidelines* (Chapter 22 ATP) for the Allocation request form.

- We recommend submitting your Request for Authorization (RFA) package with your Allocation Request information.
ATP ALLOCATIONS

- The “normal” process is to wait until your project has been programmed in the FTIP prior to requesting an Allocation.

- If you are certain that your project’s Programming will be completed during the 2 month Allocation Preparation time frame, you may be allowed to submit an “at risk” allocation request.
  - Normally, if the project programming isn’t completed by the day of the CTC meeting, it will be removed from the Vote List, and rolled to the following meeting. Cycle 1 this isn’t a requirement.

- Allocation requests are needed for each Phase of reimbursed work (PE, R/W & Con)
Remember to include any documentation of agreements with the appropriate allocation request:

- Partnering Agreement
  - CCC and/or CalCC agreement
- Operations & Maintenance Agreement

When programmed funds cannot be allocated in the Programmed State Fiscal Year (SFY), then a time extension request must be submitted to the DLAE, for review by the CTC.
TIME EXTENSION REQUEST
ATP Time Extension Request (12 months max for ATP)

- If your project has funding shown in 14-15 SFY (=July 1, 2014 thru June 30, 2015)

<table>
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<tr>
<th>Agency</th>
<th>Project Title</th>
<th>Total Project Cost</th>
<th>Total Fund Request</th>
<th>14-15</th>
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- You MUST submit your Allocation request to the District by April 28, 2015 (approx. 60 days prior to the meeting) for inclusion in the June 24/25, 2015 CTC Meeting agenda.

- If that phase of your project will not be ready for the request by then, then you MUST submit a Time Extension request Ex 22-B, as soon as you realize the project will not be ready. (But no later than April 28, 2015).
PROJECT IMPLEMENTATION
REQUEST FOR AUTHORIZATION (RFA)
PROJECT SCHEDULE- STEP 3
REQUEST FOR AUTHORIZATION (FEDERAL FUNDS ONLY)

Programm ing

Alloc a -tion

RFAs take about 1 month*

* Provided the RFA submittal is complete & correct
You will be doing an RFA for each component that you have requested funds for:

- PA&ED
- PS&E = PE
- ROW, ROW support
- CON, Con Management

Please see the *Local Assistance Procedures Manual* (LAPM), Chapter 3- “Project Authorization” for the forms and instructions [http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm](http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm)
Per Chapter 3 of the LAPM

- The project sponsor, as identified in the FTIP/FSTIP is responsible for requesting the RFAs for their project.

- For the PE phase; the request package must include, at a minimum Exhibits 3-A, 3-E and all required support documents.

- Check with your DLAЕ for all requirements related to your project
ALL Federally funded projects require a Right-of-way (ROW) certification, except for Non-Infrastructure (NI) projects.

For the ROW phase the request package must include Exhibit 3-B & E, and 3-C, if applicable.

An approved environmental document (NEPA) must be included with the ROW RFA.

Check with your DLAЕ for all requirements related to your project.
The federal “Authorization to Proceed” with construction must be received prior to advertising the contract.

For the Con phase the request package must include Exhibit 3-D, 3-O, 12-C & D and the PS&E package.

Check with your DLAЕ for all requirements related to your project.
Construction contracts must be awarded within 6 months of the construction allocation:

- Submit Exhibit 22-A “Award Information for ATP projects” your DLAE when the contract has been awarded.
- Submittal is required within 60 days of the contract award.
- Projects not awarded within 4 months are reported to the CTC at their meetings.
- If issues will delay the construction contract award beyond 6 months, then a time extension request must be submitted.
- Construction phase must be completed within 3 years of the construction contract award date.
- If the Construction phase (including NI) will take longer than 36 months, after award of contract; at the time of Allocation, the Commission may extend the completion deadline. The ATP Allocation Request form asks this question.
- Final invoice submitted no later than 180 days after contract acceptance.
INVOICING

- ATP is a reimbursement program, following your first Allocation approval (and authorization for Federal funds) you will receive an agreement package. Once the agreement(s) have been executed you can begin invoicing per Chapter 5 of the Local Assistance Procedures Manual (LAPM).

- For federal funds you must invoice at least every 12 months per the Inactive Projects process. (6 months is recommended)
  http://www.dot.ca.gov/hq/LocalPrograms/Inactiveprojects.htm
ADVERTISE & AWARD

For any phases where the project work will not be performed by the Agency’s staff needs to follow Chapter 10 “Consultant Selection” and Chapter 15 “Advertise and Award” of the *Local Assistance Procedures Manual (LAPM)*.
PROJECT CLOSEOUT

- The local agency is responsible for preparing and submitting to the DLAE the “Report of Expenditures” package six (6) months after the completion of the project, per Chapter 17 of the *Local Assistance Procedures Manual (LAPM)*.

- Reminder- the Agency must retain it’s project documents for 3 years after the final project payment is received.
As a condition of the project allocation, the Commission will require the implementing agency to submit semi-annual reports, to the DLAE, on the activities and progress made toward implementation of the project and a final delivery report.

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.
ATP REPORTING REQUIREMENTS- CONTINUED

The Active Transportation Program will be evaluated for its effectiveness in increasing the use of active modes of transportation in California. Evaluation is a requirement on all infrastructure and non-infrastructure projects.

- For ATP bike, pedestrian, and trail projects: the implementing agency must submit before and after pedestrian and/or bicycle counts, and an explanation of the methodology used for conducting the counts.
For Safe Routes to School Projects:

- For each school targeted by the project or covered under the umbrella of the project for school district(s) / region wide project(s), the implementing agency within two (2) months prior to and after project implementation for both infrastructure and non-infrastructure projects during the regular school year, the agency must collect data on two (2) separate days within the same week, using the Student Tally and Parent Survey forms found on the National Center for Safe Routes to School (NCSRTS) web site. Completed surveys and tally forms must be submitted to the NCSRTS. Copies of the Student Tallys and Parent Survey forms also be submitted to CalTrans with the implementing agencies semi annual reports.
For Safe Routes to School Projects:

- It is preferred that the data be submitted by entering the information into the NCSRTS on-line database accessed at: http://www.saferoutesinfo.org/data/ or by hard copy at this address:
  National Center for Safe Routes to School
  Attn: Data Center
  730 Martin Luther King Jr. Blvd., Suite 300
  Chapel Hill, NC 27599

- The hard-copy student tally and parent survey must be submitted with a cover sheet that is generated by the NCSRTS database.

- For more information on The NCSRTS on-line database submittal process, go to: http://www.saferoutesinfo.org/resources/evaluation_cover-sheets.cfm
Within 1 year of the project becoming operable, the implementing agency must provide a final delivery report which includes:

- The scope of the completed project versus the programmed project
- Before and after photos, documenting the project.
- The final costs versus the approved project budget
- The duration versus the schedule shown in the application
- Performance outcomes versus those described in the application
- Actual use of the Corp(s) versus those described in the application

This final delivery report is in addition to the Report of Expenditures process on Slide 40.

A project is considered operable when the construction contract is accepted or acquired equipment is received, or the NI activities as complete.
Caltrans must audit a sample of ATP projects to evaluate the performance of the project, determine whether project costs incurred and reimbursed are in compliance with the executed project agreement, state and federal laws and regulations, contract provisions, CTC guidelines, and whether project deliverables and outcomes are consistent with the project scope, schedule and benefits.
For State-only funded projects- the agency self certifies that ROW is complete in Question #9 of Exhibit 22-N “Funding Allocation Checklist”

Boxes with dashed boarders indicate processes that are only required for Federally funded projects

*(CH #) refers to Chapters of the Local Assistance Procedures Manual “LAPM”
CON Allocation Request
EX 22 N & O “LAPG”

CON Allocation Request Approved

Authorize/Obligate/E-76 CON funds
Approx 6 weeks (CH 3)

Invoice(s)

Agency’s shall not advertise prior to being “Authorized to Proceed” by Caltrans

Advertise & Award (CH 15)

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CON Phase continued

Project Completion (CH 17)

Final Report of Expenditures

Final ATP Counts/Report

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Boxes with dashed boarders indicate processes that are only required for Federally funded projects

* (CH #) refers to Chapters of the Local Assistance Procedures Manual “LAPM”
NON-INFRASTRUCTURE (NI) PROCESS

- Programming - same as other projects
- Eligible for Requesting State-only funding
- Needs a Request for Construction Allocation only-
  - The Environmental Certification is part of the Allocation request package - contact your DLAE for assistance with this. At a minimum the Request for Allocation for NI should include Exhibit 3-R “Non-Infrastructure Project Work Plan” (for both State-only and Federal funding)

- NI work is funded under the Construction component: use Exhibit 6-J PES-NI for the environmental request on federal funded projects
  - Contact your DLAE for any additional requirements
SAFE ROUTES TO SCHOOL-NON-INFRASTRUCTURE (SRTS-NI)

Consider using the Technical Assistance Resource Center or TARC instead of reinventing the wheel.

- Go to www.casaferoutestoschool.org
SRTS-NI TARC CONTINUED

New Tools

California Active Communities’ Safe Routes to School (SRTS) Technical Assistance Resource Center offers a large collection of free resources to help grow Safe Routes to School programs in your community.

Special Community Considerations

- Addressing California Low-Income and Underserved Communities in SRTS Toolkit
- California SRTS Rural Toolkit
- California SRTS Tribal Toolkit

School-Specific Resources

- California Pedestrian and Bicycle Safety Curriculum (4th and 5th grades)
- California SRTS Youth Engagement Curriculum (middle school)
- Crosswalk: Where the Needs of School Principals and Safe Routes to School Programs Intersect

General Resources

- Walk To School Infographic
- California Customizable SRTS Resources
- California SRTS Decision Maker Toolkit
- California SRTS Pedestrian and Bicycle Collision Maps
SRTS Basics

SRTS Basics

A Safe Routes to School program is an opportunity to make walking and bicycling to school safer and more accessible for children, including those with disabilities, and to increase the number of children who choose to walk and bicycle. Safe Routes to School programs can benefit communities by enhancing children’s health, well-being, and academic performance; easing traffic congestion and air quality near schools; and improving community members’ overall quality of life. The information and resources here will assist with starting and sustaining a range of Safe Routes to School activities.

Understand SRTS

Learn more about California’s SRTS Program, Caltrans SRTS funding, and the 5 E’s of a comprehensive SRTS program: Education, Encouragement, Engineering, Enforcement, and Evaluation.

Start a Program

Get ideas for starting and building support for a SRTS Program at your school.
SRFTS-NI TARC CONTINUED

Get Assistance

- How Can I Get Help?
- Regional Networks
  - Northern California
  - Central Valley and Eastern Sierra
  - Central/South Coast
  - Southern California
  - San Diego Safe Routes to School Coalition
- Webinars
- Tools

TARC is happy to assist and support schools and communities who are looking to build or expand a SRTS program.

How Can I Get Help?

Find out how to get assistance from TARC, including individualized technical assistance and training.

Regional Networks

TARC has four Regional SRTS Networks to support local SRTS non-infrastructure work. Join a Regional SRTS Network to connect and network with your peers and stay up-to-date on events and activities in your region.

Sign-Up for E-News

Sign-up for our e-mail distribution list to stay informed on the latest resources, events, funding opportunities, and much more.

Webinars

TARC hosts free webinars on topics including SRTS planning and data collection. Check here to review past webinars and related material.

Tools

Find resources that support your work, including customizable logos and mapping tools.
If the CCC and/or CalCC indicated that they intended to partner on your project; the applicant needs to re-contact the corp(s) prior to Construction Allocation Request, to determine which information they will need in order to supply a cost estimate.

If you don’t recall if either indicated they would partner, go to the “CCC & CalCC Tracking list” on the Local Assistance ATP website.
To partner with CCC and/or CalCC for construction activities:

- An agreement must be entered into between the Applicant and the corp(s), prior to the Construction allocation request.
- Proof of the agreement must be submitted with the Construction Allocation request package.

Your project may have been selected by both Corp’s, if they both selected the same items, they will have to decide which one will be doing the work.
**CCC and/or CalCC**

- To partner with CCC and/or CalCC for construction activities:
  - If the Corp(s) estimate is less than the engineer’s estimate, the applicant will need to fill out a “Public Interest Finding” form (PIF- Local Assistance Procedures Manual Ex 12-F), and submit it with the RFA for construction.

If the corp(s) estimate isn’t less than the Engineer’s estimate, then the corp(s) work is not economically justified for partnering on the project.
NEW AGENCY

If your agency currently does not have a:
- State Master Agreement or
- Federal Master Agreement
- This means you checked box #13 on the Application I. “General Information”

Contact your DLA E as soon as possible, as the pre-agreement audit can take 6 months or more.
Late March

2015

Cycle 2 Statewide Call for Projects