

## **ACTIVE TRANSPORTATION PROGRAM (ATP) PROJECT REPORTING FREQUENTLY ASKED QUESTIONS**

**Q:** My project was adopted into the ATP Program by the Commission. What reports are due to stay compliant with reporting requirements?

**A:** Progress reports are due to Caltrans quarterly. A Completion Report is due to Caltrans within six months of construction contract acceptance, project becoming operable (open to the public), or all NI activities are complete (whichever comes sooner). Lastly, a Final Delivery Report is due within 180 days of the conclusion of all remaining project activities beyond the acceptance of the construction contract (invoicing and after user counts).

**Q:** My project is a Local Streets and Roads (LSR), do I need to submit an ATP Project Progress report?

**A:** No, you can find the LSR reporting requirements on the California Transportation Commission (CTC) LSR webpage.

**Q:** My project has not begun and is not scheduled to begin for another year. Do I have to submit a progress report?

**A:** Yes, all projects must report on progress regardless of what fiscal year (FY) it is programmed in or when the project is scheduled to begin.

**Q:** My ATP project consists of pre-CON phases only, when do I submit my Completion and Final Delivery Reports?

**A:** A Completion Report is due for your project within six months of completion of the pre-CON phases. A Final Delivery report is due within 180 days of the conclusion of all remaining project activities beyond the acceptance of the construction contract to reflect final project expenditures and an updated evaluation of the benefits.

\*Agencies should indicate how the CON phase will be funded and the anticipated schedule for CON in the Completion Report submitted.

**Q:** I submitted a Completion Report for my project. Are progress reports still due for my project?

**A:** No, once a Completion Report is submitted for review and approval, progress reports are no longer due for that project. However, a Final Delivery Report is due within 180 days of all project activities beyond the acceptance of the construction contract to reflect final project expenditures, any changes that occurred after submittal of the Completion Report and an updated evaluation of benefits.

**Q:** My project is complete, are the after counts due on the Completion or the Final Delivery Report?

**A:** Projected after counts are required on the Completion Report and actual after counts are required when the Final Delivery Report is submitted. Use the [Interim Count Guidance](#) when conducting user counts.

**Q:** My project is a Plan, do I have to include before and after user counts?

**A:** No, user counts are not required for Plan projects.

**Q:** What happens if I am non-compliant with the reporting requirements?

**A:** The Department will recommend and the Commission will determine appropriate actions for non-compliant agencies. These actions may include (1) The Department will provide a written warning to the Implementing Agency identifying deficiencies, necessary remedies, and timeline for corrections, (2) Implementing Agency may be requested to appear before the Commission to explain how and when the non-compliant issues will be resolved or (3) the Implementing Agency will be placed on a Watch List. For the most egregious situations, the agency may be subject to further actions, including (1) deemed ineligible for future allocations or programming actions, at the discretion of the Commission, (2) reduced reimbursements on all invoices until the noncompliance issues are corrected. This penalty shall remain in effect until the reporting cycle after the noncompliance has been resolved.