Local Assistance Program Guidelines, Exhibit 22-T Instructions

All implementing agencies must submit regular Progress Reports, a Completion Report and a Final Delivery Report to Caltrans. An agency implementing a project in the Metropolitan Planning Organization (MPO) selected portion of the program is required to also submit copies of its reports to the MPO. However, all agencies are encouraged to submit copies of their reports to their MPO or Regional Transportation Planning Agency (RTPA).

Please note that the required Completion and Final Delivery Report is in addition to the Final Report of Expenditures.

This document is a step-by-step instructional guide for the preparation of ATP Completion and Final Delivery reports for all cycles. Failure to follow these instructions may result in re-submittal requirements and late reporting.

General Instructions

Implementing Agencies must provide the information requested in the Completion Report within six months of construction contract acceptance, the project becoming operable (open to the public) or all non-infrastructure activities are complete. The Completion Report should not be delayed due to claims, plant establishment periods, ongoing environmental mitigation monitoring, or other reasons. The 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, any changes that occurred after submittal of the Completion Report and an updated evaluation of the benefits.

LAPG Exhibit 22-T doubles as the Completion Report and the Final Delivery Report. Complete this form as the Project Completion Report when required by checking the Completion Report box on the 2nd page.

When it's time to submit the Final Delivery Report, open your submitted Completion Report, uncheck the Completion Report box and check the Final Delivery Report box to update and re-submit as the Final Delivery Report.

If you have any questions on how to complete the project Completion or Final Delivery report, please contact Mary Hartegan at (916) 653-6930.

Project Title

Enter the project title as adopted by the California Transportation Commission (CTC).

Description and Location

Enter the project description and location as approved by the CTC.

Before and After

Use this section to attach before and after images and include a caption for each. And use the attachment button on the left to attach additional images. Any images for non-infrastructure items are encouraged as well as infrastructure. Include a caption for both photos on cover page.

**Use this space to visually showcase the success of the project you're reporting on.*

Cost and Milestones

Costs: Enter the anticipated (at time of award) and actual (project completion) amounts in 1,000s for Total Cost (ATP funding plus any other funds) and total ATP Costs (only ATP funding).

Milestones:

1. If you're submitting your report as the Completion Report, enter the anticipated and actual Project Completion Dates, and anticipated Conclusion of all Project Activities Date.
2. If you're updating your Completion Report to submit as a Final Delivery Report, enter the actual Conclusion of all Project Activities Date.

Qualitative Benefits

Use this section to note, quantify, and/or explain the project benefit(s) as compared to those included in the executed project agreements and/or provide an explanation of benefits that are in addition to those approved.

Percentage of ATP Funds Spent within a disadvantaged community (DAC): Enter a percentage.

Percentage of ATP benefiting a DAC: Enter a percentage.

User Counts

Pedestrian: Enter the before construction and the after project completion pedestrian user counts.

Bicyclist: Enter the before construction and the after project completion bicyclist user counts.

*NOTE: Counts are required for Infrastructure, Non-Infrastructure (NI) combination projects, and stand-alone NI projects. Counts are not required for PLAN projects. Projected after counts are required at the time of the Completion Report and actual counts are required at the time of the Final Delivery Report. The actual counts must be collected during the same time of year, same week, same days and timeframe as the before counts. Later in the report, the methodologies are required. Methodologies for before and after counts must be consistent. It is required that agencies use the Interim Count Guidance when conducting user counts.

Project Outputs

Output Type: Select the project output type from the drop-down menu. NI programs and Plans are including as outputs.

Quantity: Enter a number for the quantity of outputs.

Unit: Select a unit of measurement from the drop-down menu.

General Project Information

Date: Using the calendar drop-down list, select the date you're submitting.

Project Type: Using the drop-down list, select the project type.

District: Using the drop-down list, select the Caltrans district that your project is located.

Completion Report: Check this box if it is within six months of construction contract acceptance or the project becoming operable (open to the public), whichever comes sooner, or if all NI activities are complete. This report must be submitted before the Final Delivery Report. When submitting a Final Delivery Report, you can uncheck the Completion box, check the Final Delivery box and make any updates to the report.

Final Delivery Report: When submitting a Final Delivery Report, you can uncheck the Completion box, check the Final Delivery box and make any updates to the report. Check this box if you have already submitted your Completion and it is within 180 days of the conclusion of all remaining project activities (including actual bicycle and pedestrian counts) beyond the acceptance of the construction contract to reflect final expenditures, user counts and any changes that occurred after submittal of the Completion Report.

Implementing Agency: Enter the Implementing Agency name.

Project Number: Enter the Unique Project Number that begins with the four-digit agency lo-code and 3 numbers following (enter without parenthesis, they will auto-populate).

Project ATP ID: Enter your projects ATP ID (an example: ATP01-07-120S)

Cycle: Using the drop-down list, select the cycle your project was awarded.

PPNO: Enter the project's Project Programming Number (PPNO) per project component type. Projects with both Infrastructure and Non-Infrastructure components may have two PPNOs.

Project Title: Enter the title of the project exactly how it was awarded by the CTC.

Project Funding Type: Check whether your project is state only funded, federally funded or a combination of state and federally funded.

Contact Information

Reporting Contact Name: Enter the name of who should be contacted if there are any questions regarding your project's report.

Contact Email: Enter the email for who should be contacted if there are any questions regarding your project's report.

Contact Phone: Enter the phone number for who should be contacted if there are any questions regarding your project's report.

Project Scope

Approved Scope: Enter the scope of the project as approved by the CTC at the time of award, or at the time of an approved technical adjustment.

Completed Scope: Enter the scope of the project as it was actually built and/or as the activities were implemented.

Attach Before / Pre-condition Photos. Select the *Attach* button to attach any additional before photos that indicates location, directional view and street name(s).

Attach After / Post-condition Photos. Select the *Attach* button to attach any additional after photos that indicates location, directional view and street name(s).

*If the photos are too large to submit, please email them to ATPFinalReporting@dot.ca.gov along with a copy of the report.

CORPs Usage

Applicant coordinated with corps: Check each corps the applicant coordinated with prior to submitting the application.

Check each corps that elected to participate: Check any corps that was coordinated with that elected to participate.

Check each corps that elected not to participate: Check each corps that was coordinated with that elected not to participate.

Check each corps that participated in the project: Check each corps that participated in the project.

Describe work the corps elected to participate in: Describe work the corps elected to participate in.

If a corps participated in alternative work to what they elected to participate in: Describe work the corps actually participated in.

If a corps elected to participate and did not participate: If a corps elected to participate and did not, provide a reason why they did not.

User Counts

Pedestrian: The before construction and the after project completion pedestrian user counts will populate from the front page. Enter a begin and end date.

Bicyclist: The before construction and the after project completion bicyclists user counts will populate from the front page. Enter a begin and end date.

Describe the methodology used for counts (must be consistent between before and after counts): Describe the methodology used.

*NOTE: Counts are required for Infrastructure, Non-Infrastructure (NI) combination projects, and stand-alone NI projects. Counts are not required for PLAN projects. Projected counts are required at the time of the Completion Report and actual counts are required at the time of the Final Delivery Report. The actual counts must be collected during the same time of year, same week, same days and timeframe as the before counts. Later in the report, the methodologies are required. Methodologies for before and after counts must be consistent.