

## **COVID-19 Processes for NI and Plans**

### **Introduction**

When the pandemic hit, many agencies were faced with challenges that left them with the inability to complete their NI programs as scoped in their 22-R. In Spring of 2020, the initial direction recommended to NI implementing agencies by both CTC and Caltrans was to request a time extension. However, as the year went on, more challenges came about making time extensions a lesser viable long-term option for several agencies. Even still, many agencies took advantage of requesting time extensions with hopes that schools would reopen in Fall 2020. Many of those same agencies, in addition to others, are opting for scope modifications in order to meet their original timelines and schedules. The purpose of this document is to outline that process for future projects affected by the pandemic and to assist agencies in revising their scopes should the need arise.

### **Scope Modifications**

In general, the Caltrans ATP NI/Plan team often approves minor scope modifications for NI and Plan projects as long as they meet the original scope as outlined in the 22-R or 22-Plan. The Caltrans ATP NI/Plan team has adapted this process to meet the arisen needs of agencies due to COVID-19. Many processes became more flexible statewide because of the pandemic. For NI and Plans, the Caltrans ATP NI/Plan team made the decision to allow scope modifications as long as they meet the following criterion:

- Scope modifications are slight and still meet the original intent of their approved 22-R or 22-Plan
- Delivery of tasks in scope can be adapted to virtual delivery and are considered a minor scope modification administratively reviewed and approved by the Caltrans ATP NI/Plan team
- Any modifications proposed must meet original activity intent, be creative, well-thought out, and still maintain elements of active transportation activities where applicable
- All changes must be highlighted and documented in the agency's 22-R or 22-Plan and must be reviewed and approved by the Caltrans ATP NI/Plan team

Examples of modifications:

- SRTS programs shifting from in-person school safety assemblies to virtual assemblies
- In-person bike safety and repair courses switched to online zoom or recorded classes
- SRTS activities involving in-person events like walking school buses, tours, group walk audits, etc. are modified to safer activities involving those living within the same household such as active transportation scavenger hunts, educational videos with an outdoor "same household" participatory activity and write-up, same household-only walking or biking audits, and other safer activities involving 6' social distancing, masks, and other cautionary safety measures
- Other creative tasks to address in-person activities like creating informative videos and sharing them with their communities and schools

### **Scope Changes**

In the event that an agency must drastically adjust or change one or more activities in their 22-R scope, the Caltrans ATP NI/Plan team and District staff will work with them to formally process their scope

change. Whether the scope change is considered minor or major will be determined by the Caltrans ATP NI/Plan team and will be reviewed by the CTC.

### **Resources**

The ATRC has developed [an entire webpage](#) dedicated to COVID-19 related state guidance and resources to assist agencies in making decisions about their NI projects.

The ATRC held a webinar on October 27, 2020 titled “[SRTS Activities: Adaptations and Insight during the COVID-19 Pandemic](#)”. It was held live and a recording has been posted on the ATRC website.

Once the agency is prepared to modify their scope or begin a scope change, they may either email their revised 22-R or request a meeting to [ATP-NI@dot.ca.gov](mailto:ATP-NI@dot.ca.gov).