ACTIVE TRANSPORTATION PROGRAM (ATP) CYCLE 4 APPLICATION "SUBMITTAL" INSTRUCTIONS

The following text is copied directly out of the "APPLICATION INSTRUCTIONS & GUIDANCE FOR ACTIVE TRANSPORTATION PROGRAM (ATP) CYCLE 4", which is posted on the Caltrans ATP website and includes detailed instructions applicants are expected to follow for the entire application preparation and submittal process. *** Green Text regarding email confirmation revised 7/25/18***

Failure to follow the individual steps outlined in this process can result in delays and errors in applicants' submittals.

Final Filing Date:

Electronic Applications must be submitted July 31, 2018 by 11:59 PM

and

Hard copies must be postmarked July 31, 2018.

ONLY Applications with on-time submittals of <u>Electronic and Hard copies</u> will be scored and evaluated! *All applications submitted after this date will not be scored.*

Note: **If having difficulty with the electronic submittal, as long as the Hard-copy of the application(s) are postmarked by the due date, the application will be accepted and Caltrans will work with the applicant after the due date to successfully complete the electronic submittal process.**

SUBMISSION REQUIREMENTS

1. **Electronic Submittal:**

   The new ATP Application includes an automated submittal process for submitting the electronic application. When the applicant has completed their application, click the "Check App" button. The applicant will be notified if there are any blank fields that are required or if any of the data entered has formatting issues. Once the applicant corrects any issues, the "Check App" button will change to a "Submit" button. Hit the "Submit" button and the electronic version will be submitted.

   Applicants must ensure all application data is accurate and final. As a precaution, the applicant should save a copy of the form prior to submitting. Once the form has been submitted the "Submit" button will turn into a "Resubmit" button. **The applicant should save this version in their filing system as the official/final application.**

The automated submittal process includes the following elements:

a. Hit the "Check App" button located at the top of the "Application Index Page" (page 2).
b. The form will functionality check that all required application data and formatting are contained in the application, including data fields, check boxes, and attachments.
c. The applicant will be notified if there are any blank fields that are required or if there are any formatting issues.
d. After the applicant corrects any issues, hit the "Check App" button again.
e. Repeat this process until all issues have been corrected.
f. If there are no further issues, the "Check App" button will change to a "Submit" button.
g. The applicant should "save" the file, prior to hitting the "Submit" button.
h. Hit the "Submit" button and the application form will automatically save the application and all corresponding attachments to the online database.
i. Once the form has been submitted the "Submit" button will turn into a "Resubmit" button. **The applicant should save this version in their filing system as the official/final application.**
j. As part of this process, you will get an email confirmation that your application has been submitted. *(NOTE: The Implementing Agency's "Contact Person's Email Address" will be used).* The email you receive will <u>not</u> contain a PDF copy of the final application. The application you saved after hitting the "Submit" button should be kept as the official/final application.

2. **Hard-Copy Submittal to Caltrans:**

Submit five (5) hard copies (one original and four copies): All copies shall be securely bound, e.g. spiral or comb bound (no clips, clamps, ringed binders, or rubber bands).

a. The original application must be marked "ORIGINAL COPY". All documents contained in the original application package must have original signatures.
b. The four copies of the application may contain photocopies of the original package (so long as the maps, photographs and other detailed exhibits are in color and/or high resolution that <u>clearly depict all relevant information.</u>)
c. The hard copies of each application must be submitted using the following format:
    o **Applicant-created Cover Sheets are NOT allowed:** The pre-formatted, auto-generated cover sheet must be the visible cover of the submitted application. Applications shall not include a specialty cover sheet. *This requirement is intended to assist with application consistency, reviewing and filing.*
    o **The use of TABS are required:** All applications must provide separation "tabs" in the hard copies of the applications to identify the beginning location of each of the application sections (with attachments as they occur throughout the application) and <u>each</u> separate attachment under Part C "Application Attachments". Additional tabs are allowed.
    o **Placement of Attachments:** Attachments are to be inserted in the hard copy following the page that they were referenced on, except for the attachments in Part C "Application Attachments", which are to be attached at the back of the application in the order shown.

- o **Paper Size and formatting:** In general, the hard copies of the applications are to be on 8 ½" x 11" paper, single-sided.   Attachments are not required to be 8 ½" x 11". If attachments are larger than a standard page, they must be folded to 8 ½" x 11".

- ❖ APPLICATIONS SHALL BE MAILED TO CALTRANS AT THE FOLLOWING ADDRESS:

> CALTRANS
> Division of Local Assistance
> 1120 N Street, MS 1
> Attn: Office of State Programs
> Sacramento, CA 95814

3. **To Regional Transportation Planning Agency (RTPA) or County Transportation Commission:**
a. The California Transportation Commission (CTC) – Guidelines for ATP require that the applicant submit an additional application copy to the Regional Transportation Planning Agency (RTPA) or County Transportation Commission and to the Metropolitan Planning Organization (MPO) within which the project is located by the final filing date. (The CA MPO & RTPA contact list can be found at www.dot.ca.gov/transplanning/orp/index.html) The copy may be hard copy or electronic – check with your regional agency and/or county commission for their preference.