Q&A Session for Active Transportation Program (ATP) Cycle 4 Call for Projects and Application Technical Workshop/Webinar

Date of Webinar: Monday, May 21, 2018

General ATP:

How would the program be impacted if SB1 is repealed? (Ashleigh Shue/Paul Keener)
> Answered in webinar ~ 20:35

When do you expect the next ATP cycle (Cycle 5)? (Rochelle Wheeler)
> Answered in webinar ~ 2:51:20

Application Form and Instructions:

Can the applications be made available for us to follow along with? (Michael Dillenbeck)
> On the Caltrans Cycle 4 webpage there are 5 files called flat/expanded versions that have all of the questions opened for each application type, so you can see everything that has the potential to open.

Are the macros in the version of the PDF application *currently* posted online supposed to be operational just as they would be in the final application? (Griffin Kantz)
> At this time, the posted application is fully functional.

When will the form be fillable? (Mike Granada)
> The posted application became fully functional on May 21, 2018.

Opening the app in Acrobat Reader DC prompts a popup that does not look like a macro warning. It says "This document is trying to connect to svgcdefsint1." Is this expected? Is it the macro warning or something else? If macros aren't working, who at CT do you contact? (John Gahbauer)
> Answered in webinar ~ 2:37:20

Will information entered in the application remain intact if project type changes? For example, if Infrastructure + NI is initially selected and corresponding info is entered, then decision to change project to one or the other. Will info entered be lost? Or will app adapt? (Coco Herda)
> Answered in webinar ~ 57:30

What is best way to save application? (in room)
> Answered in webinar ~ 1:00:30

Can you edit the application, if you submit before the deadline? (Paul Keener)
> Yes, if you submit your application early, then realize that you need to make changes, just make the changes on the copy that you saved and resubmit the application.

There is a submit button, but you talked about paper applications. Can you clarify? (Lynne Filson)
> Answered in webinar ~ 2:35:25

Guidelines:

Final ATP guidelines are posted on the web…are these the same as Chapter 22 of the LAPG? (Michael Karoly)
> There are 2 guidelines: the CTC ATP Guidelines and the Caltrans Chapter 22 ATP Guidelines.

You will have final version completed of guidelines but the application is due in 1 month following? Is this right? (Lupe Camacho)
> The CTC ATP Guidelines are complete. The Caltrans Chapter 22 ATP Guidelines are Draft (pending Caltrans district comments). The Caltrans Chapter 22 ATP Guidelines mostly cover processes that occur after an application has been selected. The applications are due July 31, 2018.

The website states that the final guidelines will be available in June 2018. Will this be June 1st or June 30th? (Lupe Camacho)
> Answered in webinar ~ 55:00

Project Types:

What exactly is the definition of Infrastructure project? (Mahendra Patel)
> Infrastructure projects are capital improvements (i.e. building something). Non-Infrastructure projects entail education, encouragement, and/or enforcement. A plan project is the development of a community wide plan.

What makes a project eligible? If the project is in an ATP adopted by the County, is it eligible? (Siri Champion)
> Eligibility must be considered on each element of a project's scope (eligibility is not established based on the entire project). The CTC ATP guidelines language states: *"In order for an item to be eligible for ATP reimbursement, that item's **primary use or function** must meet the ATP purpose"*. Per ATP legislation, **the purpose of ATP is to encourage increased use of active modes of transportation.**

In determination of application type, "Total Cost" includes all phases, correct? (David Kinzle)
> Correct. All phases and funding types (not just the ATP funded work).

If an applicant submits a Plan application, can they also submit other applications (Large/Medium/NI)? (Ilya Malinsky)
> Yes, an applicant can submittal multiple applications.

Are there set aside funds for each application category? such as large, medium and small projects. (Howard De Leon)

> Answered in webinar ~ 2:36:15

Does a large project with NI have to answer additional questions? Does a combined project have more than 100 points? (Helene Finger)

> Answered in webinar ~ 1:47:40

How are combined I/NI projects scored on 22-R? (Helene Finger)

> Answered in webinar ~ 2:12:45

Would an application for a Safe Routes To School education program including permanent "traffic gardens" (mini-streetscapes where school-aged children learn to be responsible road users) be considered an I/NI application or only NI? (Stefania Castillo)

> Answered in webinar ~ 2:42:05

Application- Part A:

When listing past projects, do applicants only include projects for which their agency was funded? Or, should we include projects in which we are or will be a subcontractor? (Lynn Lauridsen)

> This may be a gray area depending on the scope/scale of the "subcontractor" work, but in general, the expectation is for past projects the 'applicant' has received funding for.

What if the project is a global SRTS plan that will impact over 50 schools? Do you need school information for every single school? (Catherine Thibault)

> In general, the expectation is for the applicant to provide school information for every school impacted. If this does not seem reasonable to an applicant, they can ask Caltrans for clarification based on the specific details of the project.

In an NI project app type, why are questions being asked related to capital projects, construction and right of way? (Rochelle Wheeler)

> Answered in webinar ~ 1:13:20

Funding/Project Scheduling:

What constitutes committed local funds? (Ron Chan)

> This usually means funds that the agency has formally committed to a project through a council/board resolution (or equivalent). For funding that does not meet this criteria, the applicant could seek clarification from CTC staff.

What is the minimum match required? (Shahid Abbas)

> No minimum match is required. If your project is a Medium or Large Infrastructure, you can get points with as little as 1% of your total project cost.

If using local funds for pre-con, may funds be used prior to July, 2019 and still apply as leverage/match? (Adam Paranial)

> Yes for "leveraging" - for Medium and Large Infrastructure projects.

For projects within Caltrans/State right-of-way there was some verbal advice to include approximately two weeks to establish an agreement with Caltrans for R/W encroachment. Can you confirm that we should allow for two weeks within the application schedule so that the application should acquire and attached an agreement with Caltrans as part of the application packet? (Robert Gonzales)

> It is recommended to provide more than two weeks. More information on this process is available in the Application Instructions posted on the Caltrans Cycle 4 website.

Would it be more prudent to request only pre-con in cycle 4 and con in cycle 5 or all phases in cycle 4? (Adam Paranial)

> You can only split cycle funding on Large Infrastructure projects. If your project is very complex, and you are concerned that you might not be able to get your NEPA and ROW cert in time for a Construction allocation deadline of June 30, 2023 (Plus a non-guaranteed time extension of 20 months), then you should plan to split your project. Keep in mind that you will have to reapply for the next cycle, and you are not guaranteed to get selected.

Will there be additional guidance for requesting pre-con funding for large infrastructure projects? Such as the level of detail needed for the planned construction funding. (Adam Paranial)

> If additional guidance is needed (over the CTC guidelines and other guidance documents posted on the Caltrans website), the applicant is encouraged to contact their Caltrans 'District' ATP coordinator.

Do you need to identify construction costs if you are only requesting funding for PA/ED? (Kevin Tucker)

> Yes. It would be part of the future funding for the project.

What is the FY 23/24+ in the PPR for? (Nicole Cichy)

> It is for or Large Infrastructure projects that aren't requesting all of their funds in Cycle 4.

If you received prior ATP funding for Design, would that be addressed in the Project Funding table? (Paul Keener)

> Answered in webinar ~ 54:45

Can you apply for ATP funding at the State level for Construction funding and at the local level for the Environmental and PS&E Phase. (Eduardo Lopez)

> Answered in webinar ~ 56:10

When is the expenditure deadline for Cycle 4? (Paul Keener)

> Answered in webinar ~ 59:25

The distinction between Leveraged funds vs. Match funds is not clear. Specifically, Can the City has used "in kind" staff as match to meet the federal match requirement? (Stan Hill)

Answered in webinar ~ 2:45:05

Can you confirm that Toll Credits cannot be used for ATP? (Adam Paranial)

Answered in webinar ~ 2:48:52

DAC:

How is the severity calculated for communities of concern? (Ashleigh Shue)

Answered in webinar ~ 1:16:30

In the DAC what does the "other" category refer to? (Christabelle Oropeza)

See the CTC ATP Guidelines 'Section 16. Project Type Requirements'. The 'other' category includes a regional definition, Native American Tribal Lands, or other.

How can we use the different measures of DAC to define whether an area of disadvantage? For example, if I'm working on an area wide plan, I may have one census tract qualify due to CES 3.0, but another qualify due to MHI. How do we show this? (Chandini Singh)

Each application can only have 1 DAC definition. You may have to enter different data to see which type gives your project the best score. Your Plan can have some non-DAC tracts in it. Per the CTC ATP guidelines the Plan must encompass DAC.

For DAC, if you are using Regional definition, can you skip census track info? (Helene Finger)

Answered in webinar ~ 1:14:40 (keep listening through 1:16:25)

Counts:

What are the before and after counts for? (Ron Chan)

They are used in the project and program reporting required by the CTC guidelines.

Is count data required for a NI education application? (Megan LeNoue)

Yes, count data is required for all application types, except Plans. It is up to the applicant to determine a replicable methodology that represents the entire project/program limits. See the application instructions for more information.

What are the before and after Counts for SRTS Plans? (Ron Chan)

Answered in webinar ~ 1:14:00

Safety/TIMS:

Can applications include the TIMS map and data if available AND ALSO answer number 2, and include collision rates/community observations as well? (Jenny Weiss)
> Answered in webinar ~ 1:32:00

We plan to use the last 5 years of crash data. What are the benefits of going back further? (Shelby MacNab)
> Answered in webinar ~ 1:32:20

Do other boxes open for Safety Countermeasures when yes is selected? (Helene Finger)
> Answered in webinar ~ 1:34:00

How do you decide what box size to use in the TIMS tool (3 mile square, 10 miles square, etc.)? And how do you capture a new Class I facility in the tool? (in room)
> Answered in webinar ~ 2:33:20

In my area, the TIMS tool shows no collisions and no pedestrian deaths though several serious collisions (including pedestrian deaths) have occurred in the area of concern since 2006. What sort of data can be provided to prove there is a safety hazard if the tims.berekely.edu website shows no collision concerns? (Jacqueline Ayer)
> Answered in webinar ~ 2:42:50

Plan Projects:

Can you clarify: agencies receive more points for not having a bicycle, pedestrian, safe routes to school or active transportation plan? (Christian Malpica)
> Yes, this is true if applying for a Plan. See the CTC ATP guidelines 'Section 14. Eligible Projects' which explains the Plan priority.

Does the Plan application have a public participation question? (Natalia Austin)
> Yes, Question 3 on the Plan application is regarding public participation.

Non-Infrastructure Projects:

Would in-kind items listed in 22R be considered "Leveraging Cost" on the NI PPR? (Melissa Minas)
> Answered in webinar ~ 2:41:20

For NI, is evaluation of the program an eligible expense? Could you clarify? (Chandini Singh)
> Answered in webinar ~ 1:48:35

Technical Questions:

How is 'stress level' determined? (Jenny Weiss)

Level of Traffic Stress (LTS) is a rating given to a road segment or crossing indicating the traffic stress it imposes on bicyclists. Levels of traffic stress range from 1 to 4.

- LTS 1: Strong separation from all except low speed, low volume traffic. Simple crossings. Suitable for children.
- LTS 2: Except in low speed / low volume traffic situations, cyclists have their own place to ride that keeps them from having to interact with traffic except at formal crossings. Physical separation from higher speed and multilane traffic. Most adults can tolerate.
- LTS 3: Involves interaction with moderate speed or multilane traffic, or close proximity to higher speed traffic.
- LTS 4: Involves interaction with higher speed traffic or close proximity to high speed traffic.

Here are some resources:

http://www.northeastern.edu/peter.furth/research/level-of-traffic-stress/

http://transweb.sjsu.edu/research/low-stress-bicycling-and-network-connectivity

If a city would like to partner with a county agency (NI project) to support in technical assistance, is there a possibility for funding to be contracted out (sole source) without going through an RFP process? (Alisa Arce)

Answered in webinar ~ 2:11:20

Can you write in sub-consultants in the application? (Catherine Thibault)

Answered in webinar ~ 2:12:00

To clarify, a non-profit cannot be a partner with implementing agency? (Lynn Lauridsen)

Answered in webinar ~ 2:47:15

For a county without multiple providers, can a jurisdiction name a consultant as they would be considered a sole source provider? (Jeanne LePage)

Answered in webinar ~ 2:48:35

If this ATP project is a continuation of another locally funded project which is covering a location with higher crash volumes, how should we illustrate the ATP projects importance? (Adam Paranial)

More information is needed. And the applicant is encouraged to contact their Caltrans 'District' ATP coordinator.

What are some examples of a Transformative project? (Mike Granada)

Answered in webinar ~ 2:38:55

Is there a substantial difference in value between class 1 bike facility and class 4 bike facility? (Ron Chan)

Answered in webinar ~ 2:50:05

Attachments:

What does the "Attach" button mean, do we have to click it or we just attach as a part of the entire app packet? (Mahendra Patel)

> You click on the attach button, then navigate to the folder that has the document that you want to attach, and you click on it. To confirm that you selected the correct document, the attached document's name will show up in the box.

Is there a page limit for attachment K? (Shelby MacNab)

> No there isn't- Just be careful not to overwhelm your evaluators.

Will you be able to provide "good" examples of a PSR on the website or are they already available on the website? (Adam Paranial)

> Answered in webinar ~ 2:03:15

Do we need a local agency resolution for submitting application? If so, is there sample language? (Justin Fried)

> Answered in webinar ~ 2:32:30

Do you need a resolution submitted with the application? (in room)

> Answered in webinar ~ 2:32:30

Letters of Support - Is there a minimum or maximum recommendation? Any tips? (Cheryl Lea)

> Answered in webinar ~ 2:40:10