

Scope Modification Process for NI and Plans

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 25-R or 25-Plan (previously known as 22-R and 22-Plan). The Caltrans ATP NI/Plan team made the decision to allow scope modifications that meet the following criterion:

- Scope modifications are slight and still meet the original intent of their approved 25-R or 25-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 25-R or 25-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 activities such as active transportation scavenger hunts, educational videos with an outdoor participatory activity and write-up, walking or biking audits, or other active-transportation focused activities that follow the NI Guidance.
- 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 25-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

Once the agency is prepared to modify their scope or begin a scope change, they may either email their revised 25-R or request a meeting to ATP-NI@dot.ca.gov.

Technical assistance for NI and Plans is available through the ATRC at atsp@cdph.ca.gov

Many innovative ideas can be found on the ATRC's teleconference and webinar series [ATRC On the Move](#).