

# 2023 Active Transportation Program: Phase II Quick-Build Project Pilot Program Application

## Phase II Quick-Build Project Pilot Program Application

### Instructions

Please provide the information below in the order specified. This nomination packet is the formal scoping document that defines the ATP fundable project elements that must be adhered to during the life of the project. To be considered for the pilot program, applicants must **submit a project nomination to the California Transportation Commission staff.**

Applicants must submit one (1) electronic copy via email to [ATP@catc.ca.gov](mailto:ATP@catc.ca.gov). Applicants should send a follow-up email without attachments to confirm delivery. Applicants are not required to submit hard copies of the nomination package.

Applications must be received by 11:59 p.m. on June 15, 2022 to be considered for the 2023 Active Transportation Program Phase II Quick-Build Project Pilot Program.

### 1. Cover Letter

The first item in this nomination packet must be a cover letter on the (lead) nominating agency's letterhead. The cover letter must be addressed to the California Transportation Commission's Executive Director and clearly identify the nominating agency or agencies. Nominations from regional agencies must include the signature of the Chief Executive Officer or another authorized officer of the agency.

Where the project is to be implemented by an agency other than the nominator, documentation of the agreement between the project nominator and implementing agency must be submitted with the nomination.

### 2. Part A: Applicant and Project Information

After the cover letter, the nomination packet must include a fully completed Part A form.

Implementing Agency: This agency must enter into a Master Agreement with Caltrans and will be financially and contractually responsible for the delivery of the project within all applicable State funding requirements, including being responsible and accountable for the use and expenditure of program funds. This agency is responsible for the accuracy of the technical information provided in the application and must sign the application.

Implementing Agencies that do not currently have a Master Agreement with Caltrans must be able to meet the requirements and enter into a Master Agreement with Caltrans prior to the allocation of funds. The Master Agreement approval process can take 6 to 12 months to complete, and there is no guarantee the agency will meet the requirements necessary for the State to enter into a Master Agreement with the agency.

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Delays could also result in a failure to meet the CTC Allocation timeline requirements and the loss of ATP funding.

### **3. Part B: Application Narrative**

After the Part A form, the nomination packet must include the Part B application narrative answers. Narrative answers must be submitted in no more than five (5) pages. The font must be 12-point, Arial.

### **4. Part C: Attachments**

The attachments will be the last items in the nomination packet. Applicants must include attachments in the order outlined in the Attachment Check-List and must ensure that all attachments included in the application are fully consistent with the other parts of the application.