Summary of Changes for the ATP APPLICATION/INSTRUCTIONS

The below table will contain a list of ATP Application/Instruction updates or changes that occur after 3/16/22:

Original Page #	Topic	Description of Change	Initials/Date

APPLICATION INSTRUCTIONS FOR ACTIVE TRANSPORTATION PROGRAM (ATP) CYCLE 6 APPLICATIONS

These instructions are expected to be used step-by-step for the preparation of ATP Cycle 6 Applications. Failure to follow these instructions may result in incomplete applications, which could result in a loss of points, ineligible project elements, and/or disqualification.

GENERAL INSTRUCTIONS

Final Filing Date:

Electronic Applications must be submitted June 15, 2022 by 11:59 PM.

ONLY Applications with on-time submittals will be scored and evaluated.
All applications submitted after this date will not be scored.

PAPER COPIES ARE NO LONGER REQUIRED

QUESTIONS CONCERNING THE APPLICATION

Contact the Caltrans District Local Assistance ATP Coordinator or District Local Assistance Engineer (DLAE) for questions while completing the application.

READ THIS BEFORE STARTING YOUR APPLICATION

Prior to filling out the application, applicants are expected to review the information and guidance provided on the CTC and Caltrans ATP websites.

There is one PDF application form that will be used for the different ATP project types. (Quick build projects use a different application.) In *Part A3: Project Type,* there is a field where the applicant is asked to select the project type. Based on the project type selected, the form will be modified to reflect the selected project type.

The ATP Application project types are:

- Plan
- Non-Infrastructure
- Small Infrastructure (Total project cost of $3.5 M or less)
- Small Infrastructure + Non-Infrastructure Combination (Total project cost of $3.5M or less)
- Medium Infrastructure (Total project cost from more than $3.5M up to $10M)
- Medium infrastructure + Non-Infrastructure Combination (Total project cost from more than $3.5M up to $10M)
- Large Infrastructure (Total project cost greater than $10M)
- Large Infrastructure + Non-Infrastructure Combination (Total project cost greater than $10M)

Applicants must download the application form (PDF "fillable" form) from the Division of Local Assistance ATP website at: https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle6.

Applicants must prepare their applications as defined in these instructions.

Applicants are expected to download and save the application form to their local-computer and/or flash drive. Once this is done, they may open, edit and save this file as needed. For best results be sure to be connected to the internet. Applicants can work on the file ‘off-line’, but some of the fields (i.e., drop-down menus and submissions) will not work without the applicant’s computer being connected to the internet.

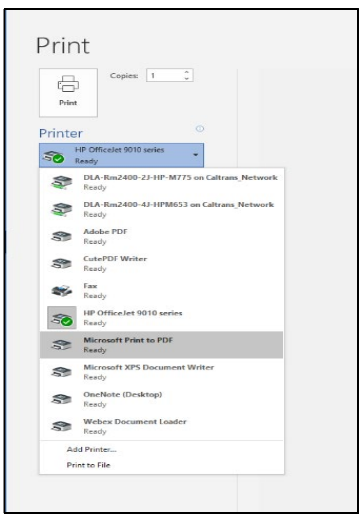
> Note: Caltrans server maintenance is scheduled for the following weekend dates (March 26-27, 2022, April 30-May 1, 2022, June 4-5, 2022). On these weekends the application form will be unavailable from Saturday 12 am to Sunday 5 pm, however typically the server is back up by Sunday morning.

<u>The application form must be completed on a computer with Adobe Acrobat Pro DC or Adobe Acrobat Reader DC</u>. Adobe Reader DC can be downloaded for free at: https://get.adobe.com/reader/

<u>For the application form’s functionality to work properly, the security settings on the applicant’s computer may need to be adjusted.</u> If there are prompts indicating security issues with the application file, applicants will need to turn off the “Enhanced Security” features under ’Preferences’, select ‘trust’ the document, and resave the document.

Important: When submitting more than one application, use a new application. Do not try to revise and resubmit an application for an additional project(s).

To print to pdf you must use the “Microsoft Print to PDF” function, not the Adobe PDF.



Applicants are encouraged to read the entire Application Instructions (this document) and CTC ATP Guidelines before attempting to prepare and submit the application. Applicants are expected to utilize and follow these instructions step-by-step as they complete their application(s). Completing an application without adhering to these instructions may result in an incomplete application or an application with fatal flaws that will be excluded from the evaluation and selection process.

If an applicant has questions relating to their application, they should seek assistance from their Caltrans DLAE before submitting their application. **Note that waiting until the final day to submit an application can result in delays due to high demand.** Application submission requirements and instructions can be found at the end of these application instructions.

PART A: GENERAL APPLICATION AND PROJECT INFORMATION (A1-A7)

NAVIGATING THE APPLICATION:

Cover Sheet: The first page in the application form is the "Cover Sheet" for the application. This page in NOT editable. All data shown on this page will be auto-populated from information the applicant enters throughout the application.

Any grey shaded box is not editable, for example:

PROJECT APPLICATION NO.:	

Application Index Page: The second page of the application is the Application Index Page. In the upper right-hand corner of each page of the application there is an **Index Page** button which can be clicked at any time to navigate back to the index page, then from the index page, click on any section title to navigate directly to another part or page of the application.

ATTACHMENTS:

Throughout the application there are fields to attach documentation. Unless otherwise noted, these documents must be attached in PDF format. When possible, please use Adobe Acrobat to save-as "Reduce File Size" to help reduce the size of the overall application. If the attachment is made up of multiple documents, the documents must be combined into a single PDF document before attaching to the application.

NOTE: The following file types cannot be attached to the application:

- MS Excel: .xlsm, .xlsb, .xlm, .xltm, .xla, .xlam,.xll
- MS Word: .docm, .dotm, .docb
- MS Power Point: .pptm, .potm, .ppam, .ppsm, .sldm
- MS Access: .accde, .accdr

PART A1: APPLICANT INFORMATION

IMPLEMENTING AGENCY:

The **Implementing Agency** must enter into a Master Agreement (MA) with Caltrans and will be responsible for all requirements under the MA, including but not limited to, the use and expenditure of the program funds, delivery of the project within all pertinent Federal and State funding requirements, and future operational and maintenance needs. An Implementing Agency can be a city, county, tribal government, public health department, transit agency, school district, natural resources agency, public lands agency, Metropolitan Planning Organization (MPO), or Regional Transit Planning Agency (RTPA).

NOTE: **Private, non-profit, tax-exempt organizations** may only apply with eligible Recreational Trails Projects that facilitate trail linkages or connectivity to non-motorized corridors, or conversion of abandoned railroad corridor trails. The project must benefit the general public and not only a private entity.

Throughout the ATP application and application instructions, "Applicant" may be used to refer to the "Implementing Agency."

- The application form includes a Drop-Down Menu List of Implementing Agencies sorted by their 4-digit LOCODE. The list has been populated with all Cities, Counties and all other agencies who have previously received funding from Caltrans Local Assistance.

  To see the list, click on the arrow on the right side of the field, then scroll down and select your agency. Example: The City of Alameda is 5014 Alameda, City of.
  - If your agency name does not show up on the existing list, you may add it to the list. **Do NOT start your agency's name with 'City of' or 'County of'**.
  - Caltrans applicants should enter '0000' as the LOCODE.
- Enter the name, address, and contact information for the Implementing Agency.
- Applicants can customize the application cover sheet with a unique image by attaching an image (jpg, bmp, png etc.) in the field just after the contact information.

MASTER AGREEMENTS (MAs):

The applicant must confirm if the Implementing Agency currently has a MA with their District Local Assistance representative. If so, the applicant must include the Federal and/or State MA number.

Successful applicants must be able to meet the requirements of and enter into a Master Agreement (MA) with Caltrans if their application is awarded funding. Caltrans encourages applicants to submit their applications through Implementing Agencies with existing approved MAs. Agencies that do not currently have an MA with Caltrans must be able to enter into an MA with Caltrans prior to requesting funds. For more information on the requirements to enter into a Master Agreement with Caltrans, visit the links listed below:

- General policies and procedures and sample master agreements can be found in the Caltrans Local Assistance Procedures Manual (LAPM) Chapter 4
- Information concerning auditing and accounting requirements can be found at the Accounting and Audit Guidelines for Contracts with Caltrans website.
- ATRC Master Agreements for Non-Traditional Partners Flash Training

Agencies that are not familiar with the local Federal-Aid process should strongly consider seeking an "Implementing Agency" such as a City, County, Regional Transportation Planning Agency (RTPA) or Metropolitan Planning Organization (MPO) to act as the Implementing Agency. These agencies should note: The MA 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 an MA with the agency. Delays can result in a failure to meet the CTC Allocation timeline requirements and the loss of ATP funding.

- Click 'Yes' if your agency has a Federal or State Master Agreement with Caltrans.
  - Enter Federal and/or State MA number(s).

- Click 'No' if your agency does not have either a State or Federal Master Agreement with Caltrans. (Caltrans applicants should select 'No'.)

PROJECT PARTNERING AGENCY:

Eligible applicants that are unable to apply for Active Transportation Program funds or that are unable to enter into a Master Agreement with the State must partner with an eligible applicant that can implement the project. **In addition, eligible applicants that are unfamiliar with the requirements to administer a Federal-Aid Highway Program project are encouraged to partner with an eligible applicant that can implement the project.**

NOTE: For these projects, if the Partnering Agency <u>does not</u> accept responsibility for the operation and maintenance of the completed projects, they are not expected to sign the application (Attachment A) or provide contact information in this section of the application.

If an eligible applicant, other than the Implementing Agency, agrees to assume responsibility for the ongoing operations and maintenance of the facility, <u>documentation of the agreement (e.g., letter of intent) must be submitted with the project application</u>, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the first request for allocation.

NOTE: For these projects, the Partnering Agency who <u>accepts</u> responsibility for the operation and maintenance of the completed projects must sign the application in Attachment A and provide contact information in this section of the application.

This partnering role <u>is not required</u> for ATP projects/applications and no points will be assigned on the basis of projects identifying a Project Partnering Agency.

The "Partnering Agency" <u>**will not**</u> enter into a Master Agreement with Caltrans and <u>**will not**</u> be financially and/or contractually responsible. Only the Implementing Agency is required to enter into a Master Agreement with Caltrans and becomes financially and contractually responsible. The Partnering agency shall not expect to be entitled to a Public Interest Finding (PIF) for a sole source contract for future work on the project and is still required to meet all competitive bidding requirements.

If there is a Partnering Agency for the project, as defined above, enter the name, address and contact information for the Partnering Agency.

- Click 'Yes' if the project will have a Project Partnering Agency. Enter the name, address and contact information for the Project Partnering Agency.
  - Attach a "letter of intent" or other Partnering Agency documentation.

- Click 'No' if your project will not have a Project Partnering Agency.

PART A2: GENERAL PROJECT INFORMATION

PROJECT NAME, DESCRIPTION, AND OTHER GENERAL INFORMATION:

- **Project Name:** Enter a brief project name. (Max of 10 words)
    - If funded, this name will be used in the CTC project listing.
        - *Good Example: Grand Avenue Bike Route Improvements, Lakeside*
        - *Bad Example: Bike Route Improvements*

- **Project/Application Number:** If your agency is only submitting one application, enter the number 1. If your agency is submitting more than one application, enter consecutive project numbers for each application. Start with number 1 for the first application that you are submitting, number 2 for the second application, and so on. It is important to coordinate application numbering within your agency prior to submitting applications.

- **Summary of Project Scope:** Enter a brief summary of the project scope (Max 300 words)
    - The Summary of the Project Scope is intended to provide a clear and concise explanation of the elements of the proposed project that are expected to benefit active transportation users.

- **Outcome/Output**: Enter a brief project outcome/output (Max of 35 words)
    - If the project is funded, this information will be utilized in the project's Allocation Request vote box. This should be a brief and detailed description of the major project elements or deliverables.
        - *Example: "Construction of 12 curb extensions, 26 crosswalks, 33 curb ramps, 255 feet of widened sidewalk, and 2 speed humps to provide added safety for pedestrians and/or bicyclists."*

- **FTIP Project Description:** Enter a brief project description (Max of 180 characters)
    - The project description should convey the types of work and/or the major elements that are proposed – without going into details like construction quantities. If the application is an infrastructure project that is only requesting pre-construction (PA&ED, PS&E and/or ROW) funds, this must be stated in the Project Description. If funded, this description will be used in the FSTIP programming document.
        - *Example: "Install Rectangular Rapid Flashing Beacons, pavement markings and signing" or "PS&E and ROW funding for the eventual construction of curb, gutter, sidewalk, and curb ramps"*

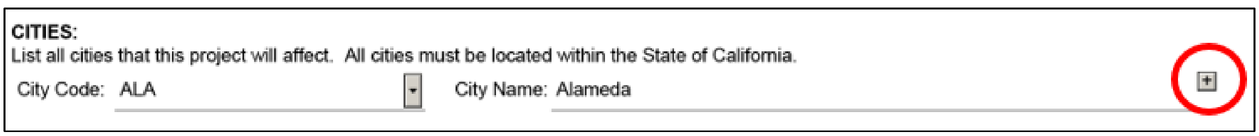
- **Project Location:** Enter a brief project location (Max 180 characters)
    - The project location should convey the road names, intersection cross street names, and/or geographical references of where the project is located – without defining the limits of work in terms of "feet" offsets. For projects with multiple locations, it may be appropriate to list each location or simply state,

"Various locations . . ." If funded, this location will be used in the FSTIP programming document.

- *Example: "On Elm St. between Oak Ave. and Cherry Blvd." or "The intersection of Elm St. with Oak Ave." or "Various locations along Oak Ave."*

- Determine if your project is located within 500 feet of a highway with a traffic volume over 125,000 AADT by checking the CA State Geoportal for Traffic Volumes website.
  - Click 'Yes' or 'No'. If yes, respond to the follow-up question prompt.
- Attach the project/program/plan location map (this map will auto populate Attachment C - Project Location Map in Part C). At a minimum, it needs to include/show:
  - North Arrow
  - Label all relevant street names and highway route numbers
  - Project boundaries in relation to the applicants overall jurisdictional boundary.

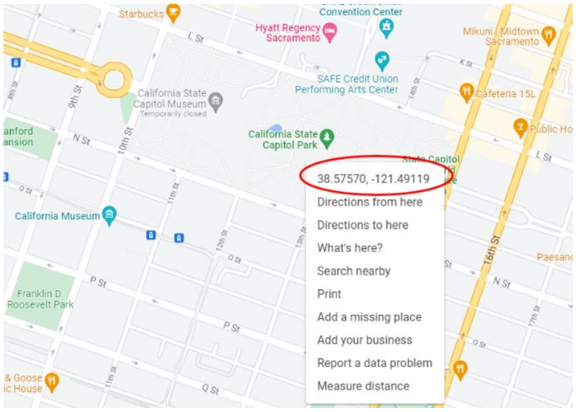
➢ **Cities:** List all cities that this project will be located in. Choose the City Code appropriate for the location of your project and the corresponding City Name will populate in the City Name field. If your project is in an unincorporated community, choose 'Other' as the City Code and type in the appropriate community in the "City Name" field. For projects located in multiple jurisdictions, add more City Codes and names by selecting the plus button.



➢ **Project Coordinates:** Enter the Project Coordinates (in decimal format)
All applications are required to include one set of GPS latitude and longitude coordinates for the approximate central location of the project. These coordinates will be used to display project locations of the funded projects on the Rebuilding California website. The numbers should be entered in decimal degrees.

- To find your project coordinates, open Google Maps. Right-click on the central location of the project on the map. This will open a pop-up window. You can find your latitude and longitude in decimal format at the top.
- Enter the coordinate on the left of the comma into the latitude field and the coordinate on the right of the comma into the longitude field

- Only enter coordinates appropriate for the project type. (i.e. For infrastructure projects, only enter coordinates in the Infrastructure Project Coordinates fields, for non-infrastructure or plan projects, only enter coordinates in the NI or Plan Project Coordinates fields, for combination projects, enter both sets of coordinates.)



- **Congressional, State Senate and State Assembly District(s):** Enter the Congressional District(s), State Senate District(s) and State Assembly District(s) that your project will be located in.
  - For reporting purposes, all applications are required to include each of the Congressional, State Senate and State Assembly Districts where the project work is taking place. If more than three districts are impacted, only list the three where the majority of the work will occur.

- **Caltrans District:** Use the drop-down menu to select the Caltrans district in which the project will occur.
  - If more than one district is impacted, select the district where the majority of the work will occur. See the "Caltrans Near Me" website to determine which district your project is located in.
- **County:** Use the drop-down menu to select the county in which the project will occur.
  - If the project covers multiple counties, select the county where the majority of the work will occur.

- **MPO/RTPA:** Use the drop-down menu to select the MPO/RTPA in which the project will occur.
  - Input the MPO (Metropolitan Planning Organization) that will be involved with the programming of the project in the FTIP. Input "Caltrans" for Small Urban and Rural projects. For non-MPO rural areas Caltrans is the MPO. For information about MPOs, visit the Institute for Local Government website.

- **RTPA:** Use the drop-down menu to select the appropriate RTPA.

- **Urbanized Zone Area (UZA) Population:** Use the drop-down menu to select the population size of the community in which the project will occur.

- **Past Projects:**
  - Click 'Yes' if within the last 10 years, there has been any previous State or Federal ATP, TE, SRTS, SR2S, BTA, HSIP, SB1, or other pedestrian/bike funding awards for project(s) that are adjacent to or overlap the limits of the project.
    - Enter the number of projects, press enter.
    - Enter the Project # (i.e. Federal Project #, PPNO, or other Caltrans unique project identifier), Funding Type, Funding Amount ($1,000s), Project Type, and Select the Type of overlap/connection from the drop-down menu.
  - Click 'No' if within the last 10 years, there has not been any previous State or Federal ATP, SRTS, SR2S, BTA, SB1 or other pedestrian/bike funding awards for project(s) that are adjacent to or overlap the limits of the project.

PART A3: PROJECT TYPE

PROJECT TYPE:

The ATP application encompasses eight distinct project types: Infrastructure (I) (small, medium, large), Non-Infrastructure (NI), Combination (I/NI) (small, medium, large), and Plans. These projects types are defined in the CTC 2023 Active Transportation Program Guidelines (CTC Guidelines).

- Use the drop-down menu to select Plan, Non-Infrastructure (NI), Infrastructure (I) (small, medium or large), or Combination (I/NI) (small, medium or large).
  - **NOTE:** The Project type selected will determine the narrative questions in Part B and other parts of the application. **Selecting the correct project type here is a critical step.** If you change the project type after you've answered subsequent questions, you may lose that data. See the CTC ATP guidelines to determine the correct project type for the application.
- Applicants must also document all existing plans previously approved relating to active modes of transportation. This information is required for all applications. **(Check all that apply):**
  - Bicycle Plan,
  - Pedestrian Plan,
  - Safe Routes to School Plan,
  - Active Transportation Plan and/or
  - Other Bicycle and/or Pedestrian plans- fill in the name of the Plan in the blank
- Indicate whether or not your project is in a current Plan. Click 'Yes' or 'No'.

PROJECT SUB-TYPE: (check all Project Sub-Types that apply):

This information is required for all application types. Projects need to define the 'rough approximation' for the percentage of the project-costs that is Bicycle Transportation focused and Pedestrian Transportation focused – with the total percentage equaling 100%. Projects where all elements of the scope ONLY benefit one mode of transportation (either bicycle or pedestrian) should mark the appropriate box. Projects with elements of the scope that benefit both bicycle and pedestrian modes of transportation should mark both boxes.

In addition to estimating the percentage of the project benefiting bicycles vs. pedestrians, document whether the project is to be considered a Safe Routes to School, Safe Routes for Seniors, or Trails (Multi-use and Recreational) project.

- **Bicycle Transportation:** If the project will benefit bicycling.
- **Pedestrian Transportation:** If the project will be benefiting pedestrians.
    - NOTE: For projects benefitting both bicycles and pedestrians, once the applicant enters the percentage (%) for bicycle box, the pedestrian percentage will automatically calculate.
- **Safe Routes to School Projects:** For a project to qualify for Safe Routes to School designation, the project must directly increase safety and convenience for public school students to walk and/or bike to school. At the bottom of the page, fill out the information about the schools the project impacts/serves.

    - Enter the number of schools the project will impact/serve, and press enter.
    - Enter all of the following for each school:
        - School Information: enter the Full School name(s) and Address(s) for the school(s) that will benefit from the project.
        - School District Information: enter the School District Name(s) and School District Address(s) for the schools.
        - School type drop down menu:
        - In the first drop down menu, select the lowest grade the school offers (K through 12+)
        - Then in the next drop-down box, select the highest grade that the school offers
    - The 'distance' from school should be inputted in terms of 'miles' to the nearest tenth.
        - As stated in the application form, the distance requirement does not apply to all project types.
    - Total Student enrollment
    - Total number of students that currently walk or bike to school
    - Approximate number of students living along route proposed for improvement
    - Projected number of students that will walk/bike to school after the project
    - Percentage of students eligible for free or reduced meals program (FRPM) data is available at the California Department of Education FRPM website. (Due to all schools receiving free lunch from the federal government for the 2020-21 school year throughout the 2021-22 school year, CTC guidelines suggest using the 2019-20 school year for FRPM data for Cycle 6).

    - Attach the following (combined in one PDF file):
        A. A map which shows: 1) the Student enrollment area, 2) the locations and limits of the proposed project improvements.
        B. The contact information/person for the school and a short statement of support combined with the signature of the school official.

- **Safe Routes for Seniors:** Check this box if your project's primary focus is to increase walking, biking and safety among older adults, and to create routes that connect to activities that improve quality of life.

- **Trails (Recreational and Multi-Purpose Trails):** This section should only be completed for trails projects. If the applicant believes all or part of their project meets the federal requirements of the Recreational Trails Program, they are encouraged (but not required) to seek a determination from the California Department of Parks and Recreation on the eligibility of their project to complete for this funding. The federal requirements can be found at the FHWA Recreational Trails website.
  - NOTE: Recreational Trails funded projects are the only ATP project type that Non-Profit agencies may apply for as an Implementing Agency. For Non-Profit's to apply as the Implementing Agency, the project must be 100% eligible for Recreational Trails funding.
  - **Applicants intending to pursue "Recreational Trails Program funding" must submit the information noted below to the California Department of Parks and Recreation prior to the ATP application submissions deadline.** *(Note: The Department's response does not have to be included in the application.)* The following information must be included in the submittal:
    - Project name, project scope, location map, site plan, cost estimate, & photos
    - Send to: Richard.Rendon@parks.ca.gov

- Click on the Trails (Multi-use and Recreational) box if your project is eligible for this funding.
- Do you feel a portion of your project is eligible for Recreational Trail funding?
  - Select 'Yes' or 'No'
    - If Yes, estimate the total project cost that are eligible for Recreational Trail funding.
    - If Yes, estimate the percentage of the total project costs that serve "transportation" uses?

PART A4: PROJECT DETAILS

For project reporting purposes, all projects are being asked to estimate the active transportation improvements/outputs that are included in the project. The estimations must be consistent with the plan sheet, cost estimates, and/or 25-R (NI Work Plan) included in the application. When quantifying the amount of active transportation improvements proposed by the project, **do not double-count the improvements** that benefit both Bicyclists and Pedestrians (i.e. new RRFB/Signal should only show as a Pedestrian or Bicycle Improvement).

Note: Based on the project type selected in Part A3, the appropriate boxes/sections should automatically populate, and those that do not apply should be grey, meaning not editable.

- **For infrastructure projects**, check all the box(s) that apply and fill in all the applicable quantities:
  - Bicycle Improvements
  - Pedestrian Improvements
  - Multi-use Trail Improvements
  - Vehicular-Roadway Traffic-Calming Improvements

- **For combo (I/NI) projects and non-infrastructure (NI) only projects**, check the *Non-Infrastructure Components* box (which populates a form onto the next page) and fill in all the applicable quantities:
  - Non-Infrastructure Components

- **For Plan projects**, check the *Plan Type* box and indicate which type of plan you are applying for.
  - Plan Type (only intended for Plans)

RIGHT OF WAY (R/W) IMPACTS: (Check all that apply)

To help the agency and program managers assess the deliverability of the proposed projects, all projects are required to document the level of R/W impacts expected to complete the implementation of the project.

- Project is 100% within the Implementing Agency's R/W: This should only be checked if no R/W, easements, and/or utility impacts are expected.
  - If this box is checked, no other R/W boxes should be checked.
- Project will likely require R/W and/or easements from private owners or will require utility relocations from utility companies outside that implementing agency's control.
  - It is possible for this box to be checked in addition to the boxes for R/W impacts connected to Caltrans or other governmental/Railroad agencies.
  - To ensure the project can be delivered within the proposed schedule and estimate, the project schedule and costs are expected to reflect the necessary time to complete the federal R/W process.
- Project will likely encroach on Caltrans R/W (state highway right-of-way)
  - It is possible for this box to be checked in addition to the boxes for R/W impacts connected to private owners, utility companies or governmental/Railroad agencies.
  - Projects (implemented by agencies other than Caltrans) that are likely to impact Caltrans R/W require a State Highway System Project Impact Assessment Form to be reviewed by Caltrans and attached to the application.
  - This form requires a project review time of at least 4 weeks prior to application submittal. For more information, refer to the form found on the ATP Cycle 6 website.
  - To ensure the project can be delivered within the proposed schedule and estimate, the project schedule and costs are expected to reflect the time necessary for Caltrans to complete their review/oversight process if the project is selected for funding.
- Project will likely require R/W easements, encroachment and/or approval involving Governmental (excluding Caltrans), Environmental, or Railroad owner's property

- It is possible for this box to be checked in addition to the boxes for R/W impacts connected to private owners, or utility companies.
- To ensure the project can be delivered within the proposed schedule and estimate, the project schedule and costs are expected to reflect the necessary time to complete the federal R/W process.
- Attach a letter of acknowledgement for each separate agency. Combine all letters in one pdf attachment.
  - The letter and/or signature does not imply approval of the project, but merely acknowledges that the agency is aware of the proposed project, and that, upon initial review, the project appears to be acceptable.

- Program/Plan will likely have an open street /demonstration on state highway
  - If this box is checked, please notify and coordinate with the District ATP Coordinator prior to submitting the application.

PART A5: PROJECT SCHEDULE

PROJECT STATUS and EXPECTED DELIVERY SCHEDULE:

This section of the application documents the current delivery phase of a project and the applicant's proposed schedule for the project, including proposed CTC allocation dates.

The Agency is responsible for including all standard project delivery timeframes for the development and completion of the project, including but not limited to:

- CTC Allocations,
- FHWA E76 Approvals,
- Caltrans processing of delivery documentation and approvals, i.e. consultant selection, environmental studies, right-of-way coordination & certification.

Agencies not familiar with the federal and state delivery requirements are strongly encouraged to review the appropriate chapters of the Local Assistance Procedures Manual (LAPM) and contact their Caltrans DLAE for assistance.

When completing the expected delivery schedule remember the following special instructions:

- Per CTC Guidelines, applications for projects over $1M must be submitted with the expectation of receiving federal funding. Therefore, a federally funded project schedule needs to have two additional months to account for federal project delivery requirements and approvals between each CTC allocation and FHWA Authorization. (See the CTC Allocation Preparation 2022 calendar). It is the applicant's responsibility to ensure their schedule properly accounts for other federally required items, including federal contracting requirements, federal environmental requirements (NEPA), and the federal right-of-way condemnation process.
- If the "Implementing Agency" designated in the beginning of this application does not have an existing federal Master Agreement (MA) with Caltrans, this schedule must include the additional 9 to 12 months needed to execute the MA prior to their first CTC allocation.
- All Infrastructure projects require an environmental certification and right-of-way certification. Although the efforts may be minimal (based on the project's

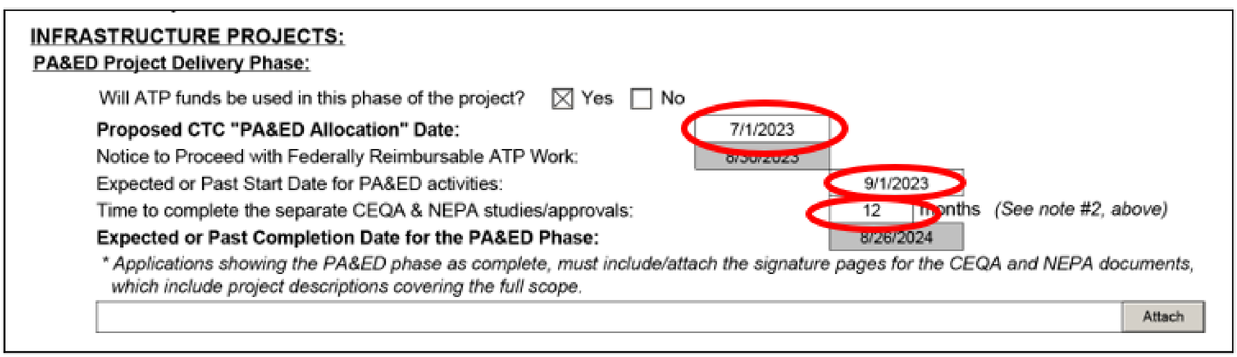
requirements) and ATP funding might not be requested for this phase of work, the time and milestones **<u>must</u>** be accounted for in the schedule.

- All CTC Allocation dates need to fall within the available ATP programming years for this call for projects, which are: 23/24, 24/25, 25/26, 26/27 (i.e., July 1, 2023 through June 30, 2027).

Based on the "Project Type" selected earlier in the application, the standard project milestones/phases will appear and the past or expected schedule information is required (i.e., stand-alone NI and Plan projects will only see the NI/Plan Construction Phase).

For all project phases, applicants are expected to address the following:
Will **<u>Cycle 6</u>** ATP funds be used in this phase of the project? Select: 'Yes' or 'No'.

- If 'Yes' is selected:
  - ➢ Enter the "Proposed CTC Allocation Date". The application form has date-constraints based on the funding years for Cycle 6 and ties to prior delivery phases. (i.e. For Cycle 6, a CTC allocation prior July 1, 2023 cannot be chosen)
  - ➢ Enter the "Expected Start Date for activities" to be funded with the CTC allocation. The application form has date-constraints that force this date to be after the estimated "Notice to Proceed with Federally Reimbursable ATP Work".
  - ➢ Enter the amount of "Time to complete the activities" (in number of months).The application form will automatically populate the "Expected Completion Date".

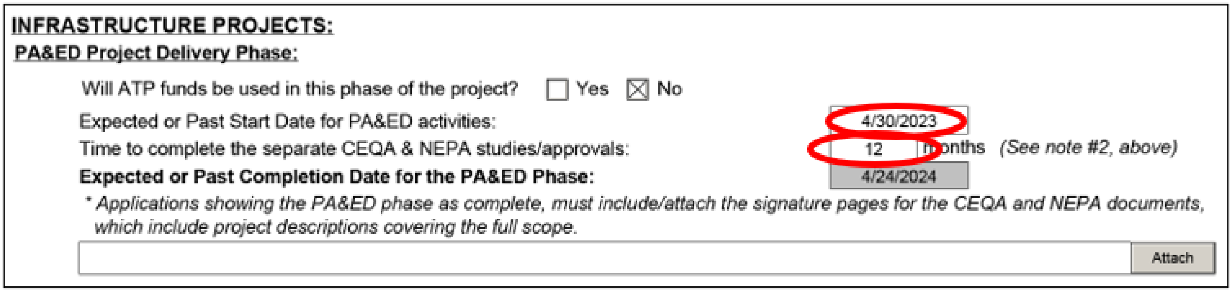


<u>INFRASTRUCTURE PROJECTS:</u>
<u>PA&ED Project Delivery Phase:</u>

Will ATP funds be used in this phase of the project? ☒ Yes ☐ No
Proposed CTC "PA&ED Allocation" Date: 7/1/2023
Notice to Proceed with Federally Reimbursable ATP Work:
Expected or Past Start Date for PA&ED activities: 9/1/2023
Time to complete the separate CEQA & NEPA studies/approvals: 12 months *(See note #2, above)*
Expected or Past Completion Date for the PA&ED Phase: 8/26/2024
** Applications showing the PA&ED phase as complete, must include/attach the signature pages for the CEQA and NEPA documents, which include project descriptions covering the full scope.*
Attach

- If 'No' is selected:
  - ➢ Enter the "Expected or Past Start Date for activities" to be funded with non-ATP funds. The application form has no date-constraints for these start dates as they could have already happened prior to the application submittal or they could be happening after the completion of the Cycle 6 funded activities.

- Enter the amount of "Time to complete the activities" (in number of months).The application form will automatically populate the "Expected or Past Completion Date".



INFRASTRUCTURE PROJECTS:

PA&ED Project Delivery Phase:

Will ATP funds be used in this phase of the project? ☐ Yes ☒ No

Expected or Past Start Date for PA&ED activities: 4/30/2023

Time to complete the separate CEQA & NEPA studies/approvals: 12 months *(See note #2, above)*

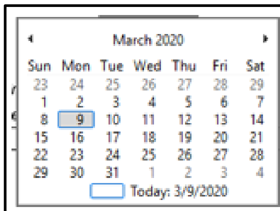
Expected or Past Completion Date for the PA&ED Phase: 4/24/2024

** Applications showing the PA&ED phase as complete, must include/attach the signature pages for the CEQA and NEPA documents, which include project descriptions covering the full scope.*

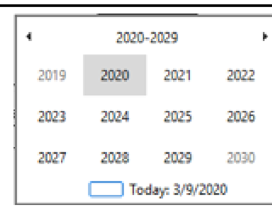
Attach

-
- Applications showing the PA&ED, PS&E, and/or R/W phase already completed must attach key signature pages from the appropriate documents to prove all required approvals/deliverables are already complete. These documents must include project descriptions covering the full ATP project scope of work.

Helpful Tip: The use of the calendar feature is recommended for entering dates. If a date is entered into the box and the box highlights yellow, this means the format is not correct. The use of the calendar feature will automatically provide the correct format.



If you double click next to "March 2020" the option to the right will appear, you can click on the year, then the months will show up, and you can click on the month you want to use.



PART A6: PROJECT FUNDING

Per the ATP Guidelines, the minimum request for ATP funds is $250,000. This minimum does not apply to Non-infrastructure, Safe Routes to School, Recreational Trail, or Plan projects. With the exception of large infrastructure projects (over $10M), projects applications that are not showing a fully funded project in all necessary phases from a combination of ATP and other committed funds will be considered ineligible. Funding amounts in this section of the application are expected to be for all phases of the project and are to be shown in thousands of dollars.

For infrastructure projects, the applicant must ensure they are following the LAPM relating to the maximum Preliminary Engineering and Construction Engineering levels in relation to the total construction costs (25% and 15% respectively).

The applicant **MUST** complete the Project Estimate (Attachment F) prior to filling in the funding table. The numbers surrounded by shapes in the Project Estimate should be listed in the corresponding section in the Funding table.

Subtotal of Construction Items:		**$788,150**	**$709,335**	**$78,815**		
Construction Item Contingencies (% of Construction Items):	**10.00%**	$78,815	$70,934	$7,882		
Total (Construction Items & Contingencies) cost:		**$866,965**	**$780,269**	**$86,697**		
Project Delivery Costs:						
Type of Project Cost		**Cost $**				
Preliminary Engineering (PE)			ATP Eligible Costs	Non-participating Costs		
Environmental Studies and Permits(PA&ED):	$	50,000	$45,000	$5,000		
Plans, Specifications and Estimates (PS&E):	$	100,000	$90,000	$10,000	"PE" costs / "CON" costs	
Total PE:	**$**	**150,000**	**$135,000**	**$15,000**	**17%**	**25% Max**
Right of Way (RW)						
Right of Way Engineering:	$	10,000	$9,000	$1,000		
Acquisitions and Utilities:						
Total RW:	**$**	**10,000**	**$9,000**	**$1,000**		
Total Pre-Construction Costs (PE+RW):		**$160,000**	**$144,000**	**$16,000**		
Construction Engineering (CE)					"CE" costs / "CON" costs	
Construction Engineering (CE):	$	105,000	$94,500	$10,500	**12%**	**15% Max**
Total Construction Costs:		**$971,965**	**$874,769**	**$97,197**		
			ATP Eligible Costs	Non-participating Costs		
Total Project Cost:		**$1,131,965**	**$1,018,769**	**$113,197**		

Part A6: Project Funding

(1,000s)

Project Phase	Total Project Costs	Total ATP Funding	*ATP Allocation Year **	Total Non-ATP Funding **	Non-Participating Funding	"Prior" ATP Funding	Leveraging Funding	Future Local Identified Funding
PA&ED	50	35	*23/24*	15	5	-	10	-
PS&E	100	80	*24/25*	20	10	-	10	-
R/W	10	9	*24/25*	1	1	-	-	-
CON	972	865	*26/27*	107	97	-	10	-
NI-CON/ PLAN	-	-		-	-	-	-	-
TOTAL	**1,132**	**989**		**143**	**113**	**-**	**30**	**-**

Based on the "Project Type" selected earlier in the application, applicants will be expected to enter project funding information for each of the standard project delivery phases associated with the selected Project Type. For each project phase, applicants are expected to address the following: (Note: All funding information is entered in $1,000s)

- **Total Project Costs:** This must represent the total funding required to complete all activities and improvements of all phases of the project. This amount is expected to include all funding types connected to the project which are required to deliver the project as presented in the application.
- **Total ATP Funding:** Applicants are required to document the ATP **Cycle 6** funding needs for each phase of their project. (The Total ATP Eligible Costs from the Project Estimate - Leveraging Funding = Total ATP Funding (per phase)).

- **ATP Allocation Year:** This is the State FY in which the ATP funds will be programmed for allocation in each phase. This is automatically populated based on the dates entered the Part A5: Project Schedule
- **Total Non-ATP Funding:** The application form automatically calculates this value (the total of Non-Participating + "Prior" ATP + Leveraging + Future Local Identified Funding). For each phase, applicants must enter all the various types of non-ATP Cycle 6 funding, which must equal the value automatically calculated for Non-ATP funding.
- **Non-participating Funding for ATP:** These are local funds required to complete the ineligible elements of the overall project..
- **"Prior" ATP Funding:** These are ATP funds that have previously been awarded to the project during prior ATP funding cycles. This funding must not be counted towards the ATP funding being requested for Cycle 6.
- **Leveraging (and potentially matching) funds:** Per CTC Guidelines, matching funds are not required for any ATP projects, but leveraging funds are encouraged for medium and large projects with up to 5 points. For funding to be considered leveraging, it must be for ATP eligible activities and costs. *(i.e. Local funding going towards the costs of roadway widening and roadway paving for motorized users cannot be considered leveraging funds)*.
- **Future Local identified Funding:** Applicants must identify and include all funding necessary to fully construct the entire project presented in the application. For large infrastructure projects only (with a total project cost of over $10M), if funding for the construction phase (and any others as appropriate) is not known at the time of the application submittal, the applicant must show these future costs/funds as "Future Local Identified Funding". Applicants can apply for ATP funding in the future, but they must find an alternative funding source if they are not successful in future ATP funding cycles. Note that all other project types other than large infrastructure or large infrastructure/non-infrastructure (large I+NI) combination projects must show a fully funded project.

ATP FUNDING TYPE REQUESTED:

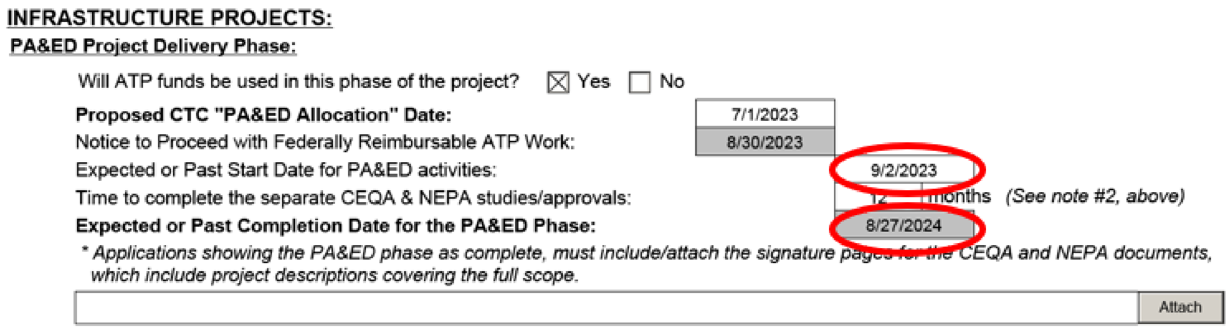
Per the CTC Guidelines, all ATP projects over $1M in total cost must be eligible to receive federal funding. ATP projects may receive federal funding or State funding for all or part of the project. All applicants requesting State-only funding must briefly explain their reason(s) in 50 words or less. All applicants requesting State Only Funding must also attach an Exhibit 25-F – Request for State-Only Funding. The Exhibit 25-F template can be found on the Caltrans Cycle 6 ATP website with the application attachments.

ATP PROJECT PROGRAMMING REQUEST (PPR):

The application form automatically populates the project's PPR with the Project Schedule, Project Funding, and General Project information provided in the application.

PPR Pages 1 and 2 (description and milestones): The "Expected or Past Start Date for (PA&ED, PS&E, R/W and/or CON) activities" field from the Part A5 – Project Schedule will auto-populate the corresponding PPR Project Milestone- Proposed date field for each phase (PA&ED, PS&E, R/W and CON).

Part A5: Project Schedule


INFRASTRUCTURE PROJECTS:

PA&ED Project Delivery Phase:

Will ATP funds be used in this phase of the project? ☒ Yes ☐ No

Proposed CTC "PA&ED Allocation" Date: 7/1/2023

Notice to Proceed with Federally Reimbursable ATP Work: 8/30/2023

Expected or Past Start Date for PA&ED activities: 9/2/2023

Time to complete the separate CEQA & NEPA studies/approvals: 12 months *(See note #2, above)*

Expected or Past Completion Date for the PA&ED Phase: 8/27/2024

** Applications showing the PA&ED phase as complete, must include/attach the signature pages for the CEQA and NEPA documents, which include project descriptions covering the full scope.*

Attach

In the screenshot below, the dates in the red oval from the Project Milestone section of the PPR will auto fill from the fields indicated by the red ovals shown in the PA&ED phase example above. The dates that aren't auto-populated are optional, but should be filled in if the date is known.

- **Items circled in green are also required to complete for submittal.**
  - The outputs/outcomes should include the items that best represent the project from the drop-down menu, however if nothing fits, the outputs outcomes section can be overridden and typed in.
    - For Plan project types, select Category – "Active Transportation", and override the output/outcome to read "Plan". Use Unit – "Each" and Total of 1 (for 1 Plan). If the project is doing more than one Plan, increase the number accordingly.
    - For NI only project types, select Category – "Active Transportation", and override the output/outcome to read "NI Program at X number of Schools" or "Community-Wide NI Program" or something else that fits your project. Use Unit – "Each" and Total of 1 (for 1 NI program). If the project is doing more than one, increase the number accordingly.

Category	Outputs/Outcomes	Unit	Total
Active Transportation	Pedestrian bridge	Each	1

NHS Improvements:	Roadway Class:	Reversible Lane Analysis: No
Inc. Sustainable Communities Strategy Goals:No	Reduces Greenhouse Gas Emissions: Yes	

Project Milestone		Existing	Proposed
Project Study Report Approved		3/6/2022	
Begin Environmental (PA&ED) Phase			9/2/2023
Circulate Draft Environmental Document (Document Type)	CE		
Draft Project Report			
End Environmental Phase (PA&ED Milestone)			8/27/2024
Begin Design (PS&E) Phase			3/1/2025
End Design Phase (Ready to List for Advertisement Milestone)			2/24/2026
Begin Right of Way Phase			3/1/2025
End Right of Way Phase (Right of Way Certification Milestone)			2/24/2026
Begin Construction Phase			6/1/2026
End Construction Phase			8/25/2027
Begin Closeout Phase			
End Closeout Phase (Closeout Report)			

PPR Page 3 and 4 (funding tables): Page 3 of the PPR (the PPR funding tables) is auto-populated by Part A6: Project Funding information. However, the PPR is not complete until the applicant enters in the Non-ATP funding information on the fourth page of the PPR.

Part A6: Project Funding
(1,000s)

Project Phase	Total Project Costs	Total ATP Funding	*ATP Allocation Year **	Total Non-ATP Funding **	Non-Participating Funding	"Prior" ATP Funding	Leveraging Funding	Future Local Identified Funding
PA&ED	50	35	*23/24*	15	5	-	10	-
PS&E	1,000	800	*24/25*	200	100	-	100	-
R/W	10	9	*24/25*	1	1	-	-	-
CON	9,720	8,650	*25/26*	1,070	970	-	100	-
NI-CON/ PLAN	-	-		-	-	-	-	-
TOTAL	10,780	9,494		1,286	1,076	-	210	-

Funding Information:									
DO NOT FILL IN ANY SHADED AREAS									
Proposed Total Project Cost ($1,000s)									Notes:
Component	Prior	21/22	22/23	23/24	24/25	25/26	26/27+	Total	The cells highlighted in yellow do not match the funding table. The Local Funding values on the 2nd page of the PPR (or in the funding table) need to be adjusted until these values match.
E&P (PA&ED)	0	0	0	35	0	0	0	35	
PS&E	0	0	0	0	800	0	0	800	
R/W	0	0	0	0	9	0	0	9	
CON	0	0	0	0	0	8,650	0	8,650	
TOTAL	0	0	0	35	809	8,650	0	9,494	

ATP Funds	Infrastructure Cycle 6								Program Code
Proposed Funding Allocation ($1,000s)									20.30.720
Component	Prior	21/22	22/23	23/24	24/25	25/26	26/27+	Total	Funding Agency
E&P (PA&ED)	0	0	0	35	0	0	0	35	Caltrans
PS&E	0	0	0	0	800	0	0	800	Notes:
R/W	0	0	0	0	9	0	0	9	
CON	0	0	0	0	0	8,650	0	8,650	
TOTAL	0	0	0	35	809	8,650	0	9,494	

To remove the error note (yellow highlight) that is circled in red (above), the applicant must go the Non-ATP funding tables on the fourth page of the PPR (see below) and enter the funding amount(s) in the corresponding boxes. The example below shows multiple non-ATP funding sources that will be used to fund the project.

- Fill in the areas circled in purple with the Non-ATP amounts and the areas circled in green to describe the funding source(s).

Summary of Non-ATP Funding

The Non-ATP funding shown on this page must match the values in the Project Funding table.

Fund No. 2:	Local Funds								Program Code
Proposed Funding Allocation ($1,000s)									
Component	Prior	21/22	22/23	23/24	24/25	25/26	26/27+	Total	Funding Agency
E&P (PA&ED)	0	0	0	8	0	0	0	8	Alameda County Transportation Commis
PS&E	0	0	0	0	50	0	0	50	Notes:
R/W	0	0	0	0	0	0	0	0	Leveraging Funds
CON	0	0	0	0	0	75	0	75	
TOTAL	0	0	0	8	50	75	0	133	
Fund No. 3:	CMAQ								Program Code
Proposed Funding Allocation ($1,000s)									
Component	Prior	21/22	22/23	23/24	24/25	25/26	26/27+	Total	Funding Agency
E&P (PA&ED)	0	0	0	2	0	0	0	2	Alameda County
PS&E	0	0	0	0	50	0	0	50	Notes:
R/W	0	0	0	0	0	0	0	0	Leveraging funds
CON	0	0	0	0	0	25	0	25	
TOTAL	0	0	0	2	50	25	0	77	
Fund No. 4:	Local Gas Tax								Program Code
Proposed Funding Allocation ($1,000s)									
Component	Prior	21/22	22/23	23/24	24/25	25/26	26/27+	Total	Funding Agency
E&P (PA&ED)	0	0	0	5	0	0	0	5	City of Alameda
PS&E	0	0	0	0	100	0	0	100	Notes:
R/W	0	0	0	0	1	0	0	1	Non-participating funds
CON	0	0	0	0	0	970	0	970	
TOTAL	0	0	0	5	101	970	0	1,076	

Once the entire funding picture is entered correctly, the Notes box will be blank with a white background and the "Total" fields will be grey (error is removed)

Funding Information:									
DO NOT FILL IN ANY SHADED AREAS									
Proposed Total Project Cost ($1,000s)									Notes:
Component	Prior	21/22	22/23	23/24	24/25	25/26	26/27+	Total	
E&P (PA&ED)	0	0	0	50	0	0	0	50	
PS&E	0	0	0	0	1,000	0	0	1,000	
R/W	0	0	0	0	10	0	0	10	
CON	0	0	0	0	0	9,720	0	9,720	
TOTAL	0	0	0	50	1,010	9,720	0	10,780	

ATP Funds	Infrastructure Cycle 6								Program Code
Proposed Funding Allocation ($1,000s)									20.30.720
Component	Prior	21/22	22/23	23/24	24/25	25/26	26/27+	Total	Funding Agency
E&P (PA&ED)	0	0	0	35	0	0	0	35	Caltrans
PS&E	0	0	0	0	800	0	0	800	Notes:
R/W	0	0	0	0	9	0	0	9	
CON	0	0	0	0	0	8,650	0	8,650	
TOTAL	0	0	0	35	809	8,650	0	9,494	

Applicants must review all the information shown in the PPR and confirm that it matches their expectations and commitment for the project. If the project is selected and programmed with ATP funding, the project phases with ATP funding will not be awarded additional ATP funding in the future and the implementing agency will be expected to fund all cost increases with non-ATP funding. Note that all other project types other than large infrastructure/combined projects must show a fully funded project.

PART A7: SCREENING CRITERIA

The CTC Guidelines for the ATP require applications to meet certain screening criteria. These criteria and corresponding questions are presented in this section of the application and must be completed by the applicant. Failure to answer these criteria/questions may result in the application being disqualified.

PART B: NARRATIVE QUESTIONS

GENERAL GUIDANCE

It is the applicant's responsibility to ensure all information included in each part of the application is fully consistent with the corresponding sections throughout the application. Failure to provide consistent data/responses may result in a lower score/ranking or disqualification.

Applicants are expected to give special attention to the following overall instructions and guidance as they complete this part of the application:

- Applicants are encouraged to answer the questions as concisely as possible.
- Combined Infrastructure (I) and Non-Infrastructure (NI) projects: The answers to each of the questions/sub-questions should clearly document the I & NI components of the projects.

- If applicants desire to provide additional supporting maps, photographs, and excerpts from relevant documents/reports they can be included as Additional Attachments in Part C as needed. Each attachment should be clearly referenced in the narrative answers. Full copies of supporting documents and reports should not be included. Provide only the relevant page(s) of larger documents and highlight/underline the applicable information.
- Applicants shall ensure their representation of their proposed project's purpose, goals, improvements, and/or impacts are reasonable and probable.
- The answers to the Narrative Questions must be consistent with and fully support the project's scope, cost, and schedule as shown in the project plans, estimate and PPR.

APPLICATION NARRATIVE QUESTIONS

The CTC Guidelines establish general topic/questions and corresponding points. The questions and sub-questions presented in this section of the application must be completed by the applicant. The following instructions do not include every narrative question, but only outline how to properly enter data where applicable into the application narrative questions. These instructions are intended to clarify various data entry needs or expectations.

The project type selected in Part A3, will result in a set of narrative questions specific for that project type. Since question numbers will vary depending on the project type, the following instructions are organized by topic area. Not all topics may apply to all project types.

The scoring rubrics for each project type will be made available to applicants in a separate document prepared by the CTC and found on the CTC's ATP website. Applicants are advised to reference the scoring rubrics while preparing their narrative questions.

DISADVANTAGED COMMUNITIES (Question 1)

B. Identification of Disadvantaged Community (DAC) (0 points)

Select the option that best shows the community's disadvantaged status.

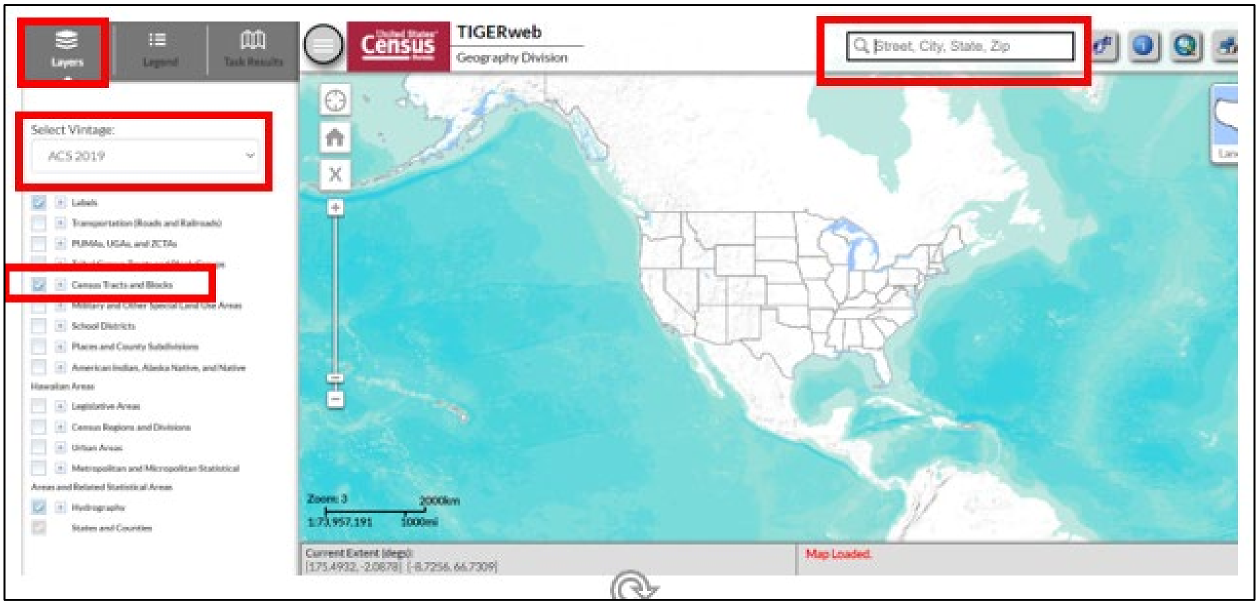
- **Median Household income (MHI)**- MHI less than $60,188 is disadvantaged
- **CalEnviroScreen**- CalEnviroScreen 4.0 score greater than 40.05 is disadvantaged
- **Free or Reduced Priced School Meals (FRPM)**- At least 75% of public school students in the project area are eligible to receive FRPM, to be considered disadvantaged.
- **Healthy Places Index (HPI)**- The Healthy Places Index (HPI) includes a composite score for each census tract in the state. The higher the score, the healthier the community conditions based on 25 community characteristics. A census tract must be in the 25th percentile or less to qualify as a disadvantaged community.
- **Other**

To use the **MHI, CalEnviroScreen, or HPI** criteria to qualify for DAC status, the applicant must first determine the Census Tract/Block Group/Place# and population for the location(s) that the project benefits.

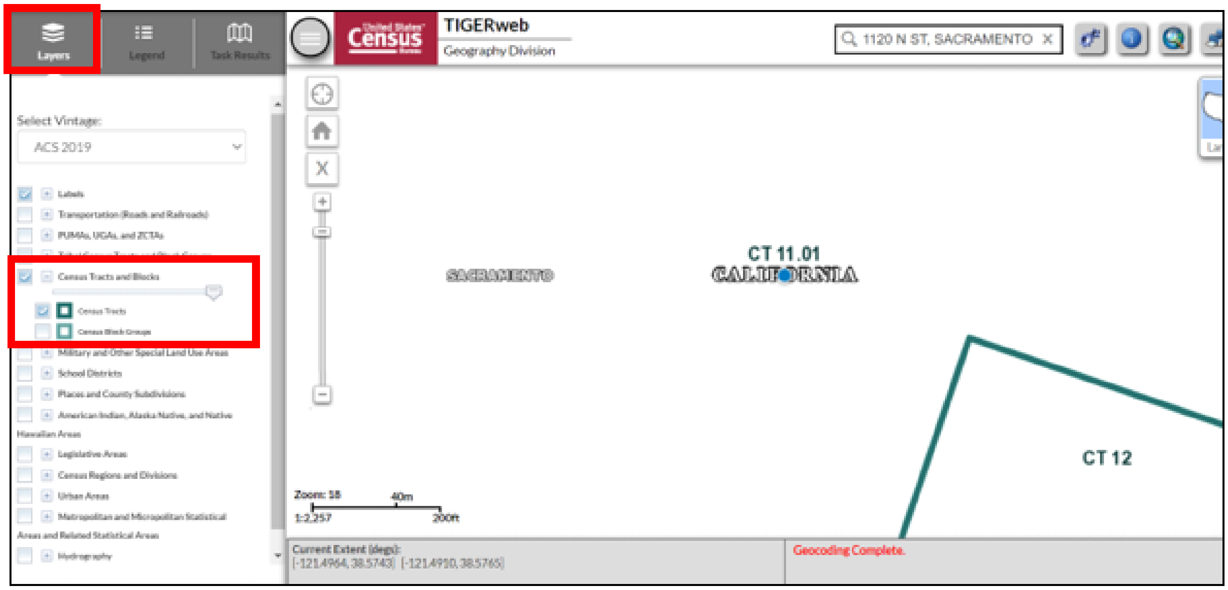
<u>Determining the Census Tract/Block Group:</u>

To Determine the project's Census Tract or Block Group Numbers from a street address:

1) Go to https://tigerweb.geo.census.gov/tigerweb/
2) In the "Layers" Tab, click on the "Select Vintage" drop down menu and select "ACS 2019". Then select "Census Tracts and Blocks".
3) Input the project address or an approximate address for the project in the search bar, then click on the magnifying glass to the left of the address or press enter to select the appropriate address.



4) A new window will appear with the census tracks/blocks for your location. Click on the "Layers" Tab and the plus symbol next to "Census Tracts and Blocks". Select either "Census Tracts" or "Census Block Groups" to isolate the Census geography needed.

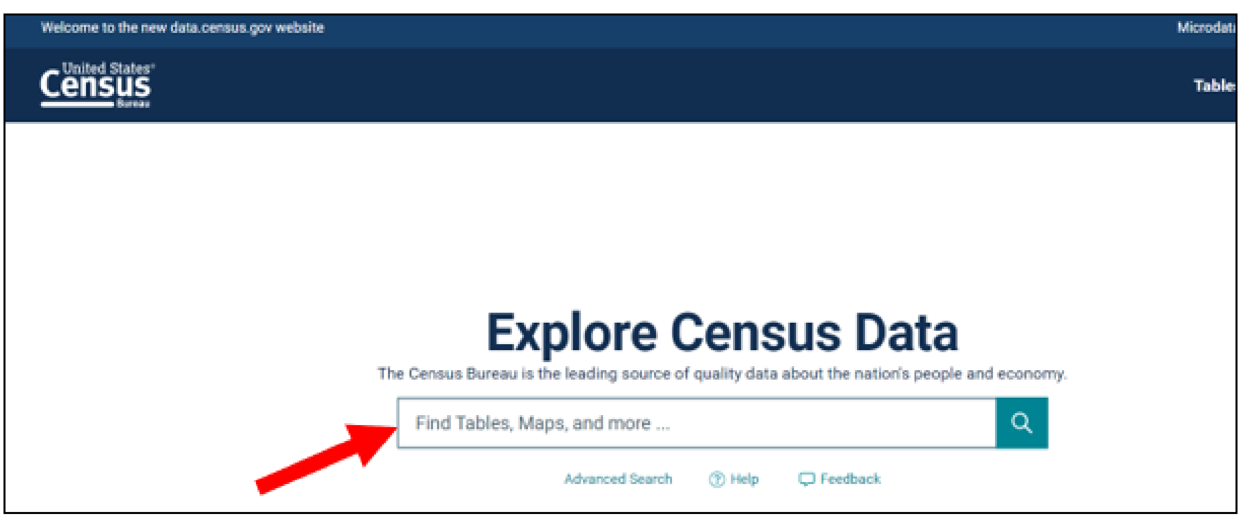


5) Zoom in/out of the map to see census tract and block group numbers. Census Tracts will be labeled "CT" and Census Block Groups will be labeled "BG."

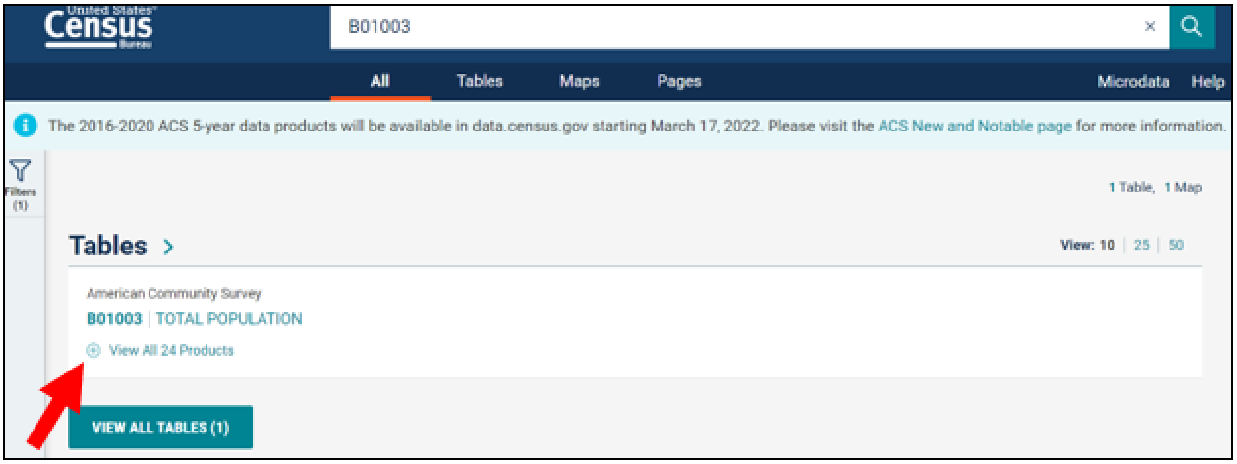
Determining the Population of the Census Tract/Block Group:

To Use the American Fact Finder for Median Household Income Data

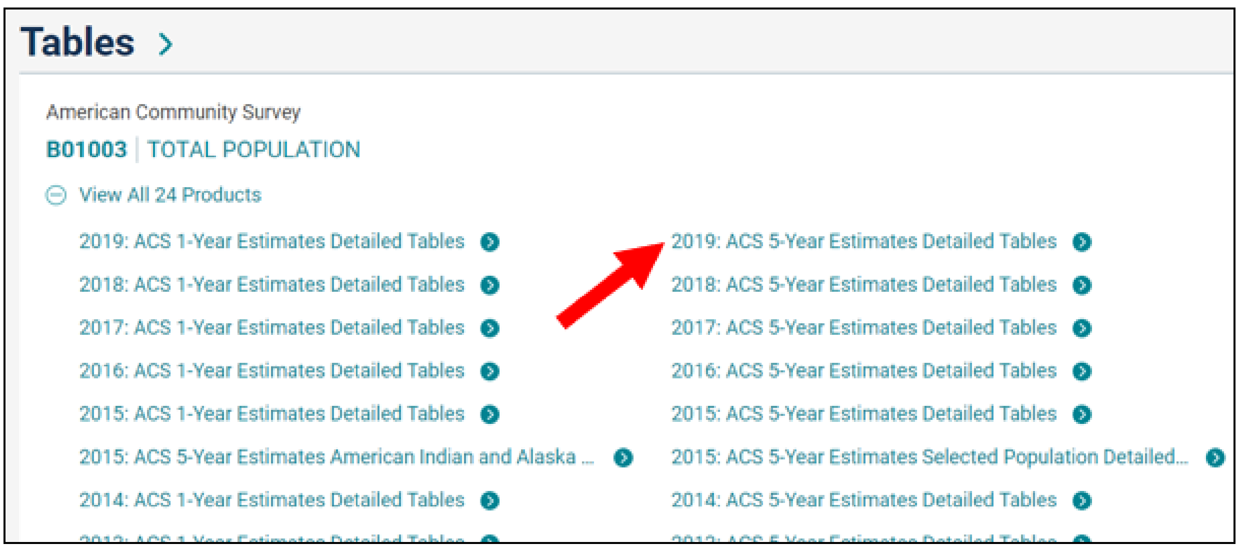
1) Use Chrome, Edge or Firefox browsers (Explorer is not supported) to go to https://data.census.gov/cedsci/?intcmp=aff_cedsci_banner
2) In the "Find Tables, Maps and more …" field enter **B01003**



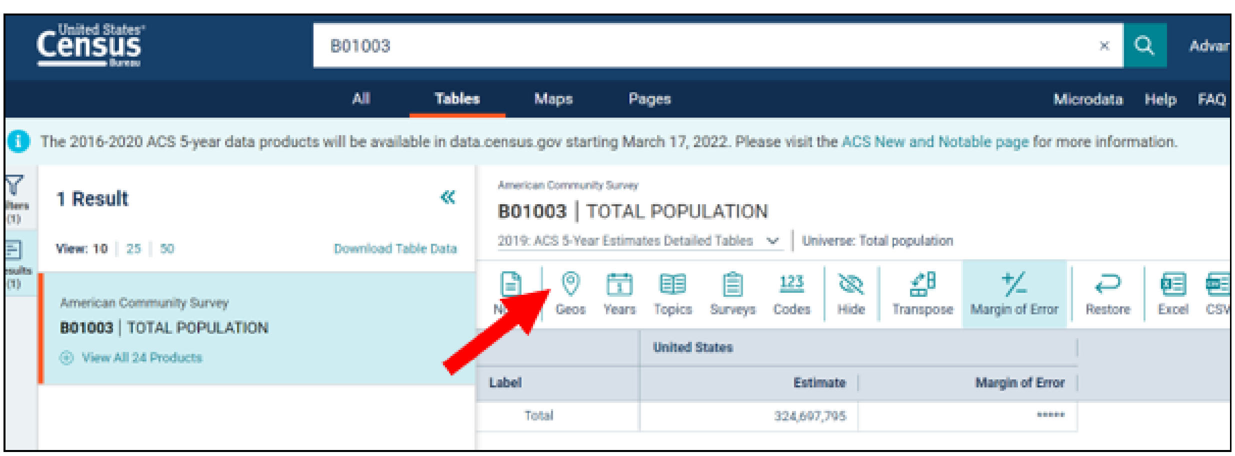
3) Select the plus sign next to "View All 24 Products" under **the Total Population Tables.**



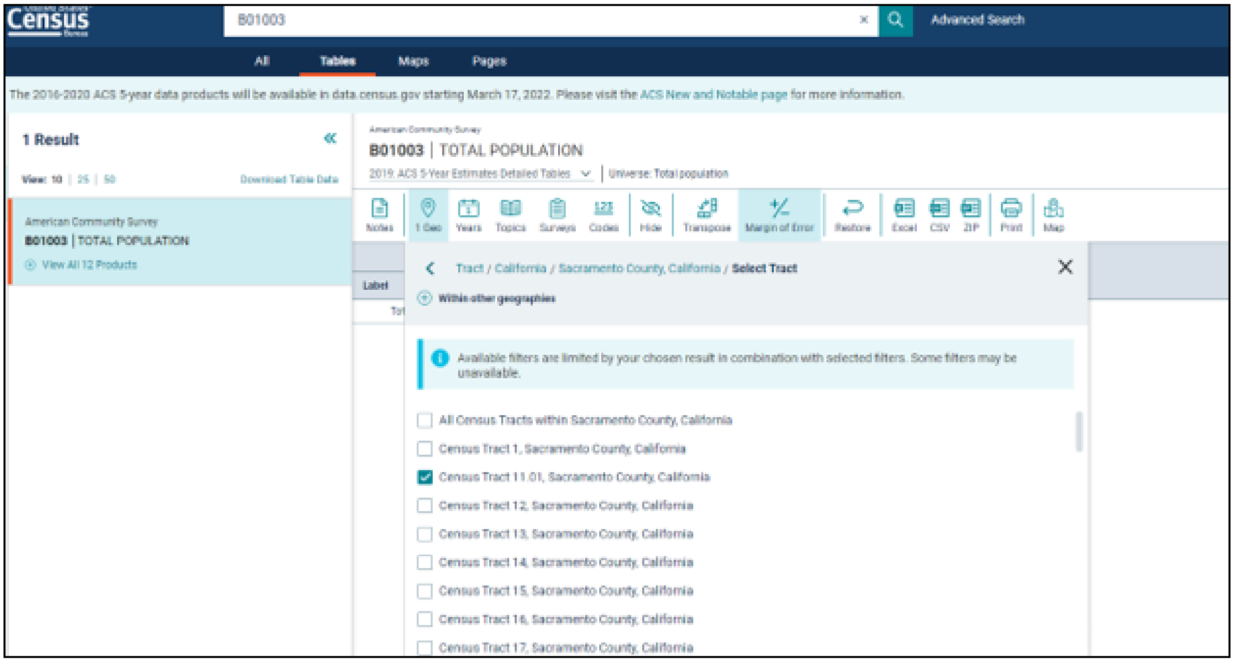
4) Select "2019: ACS 5-Year Estimates Detailed Tables".



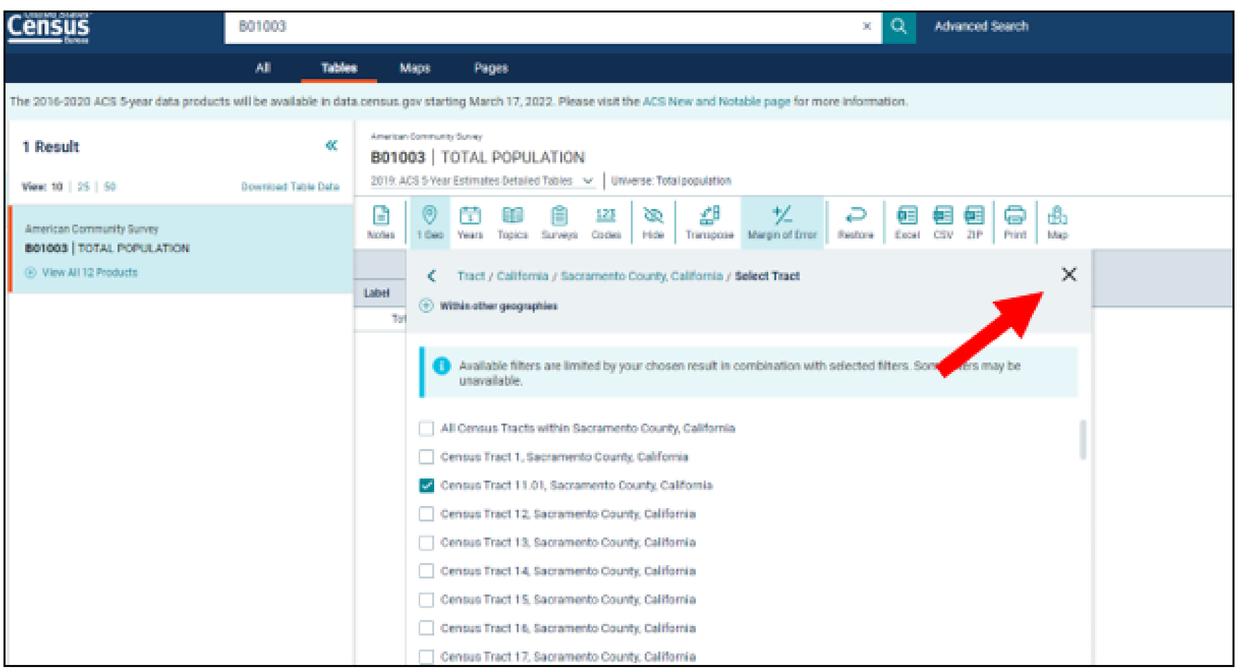
5) Then select "**Geos**"

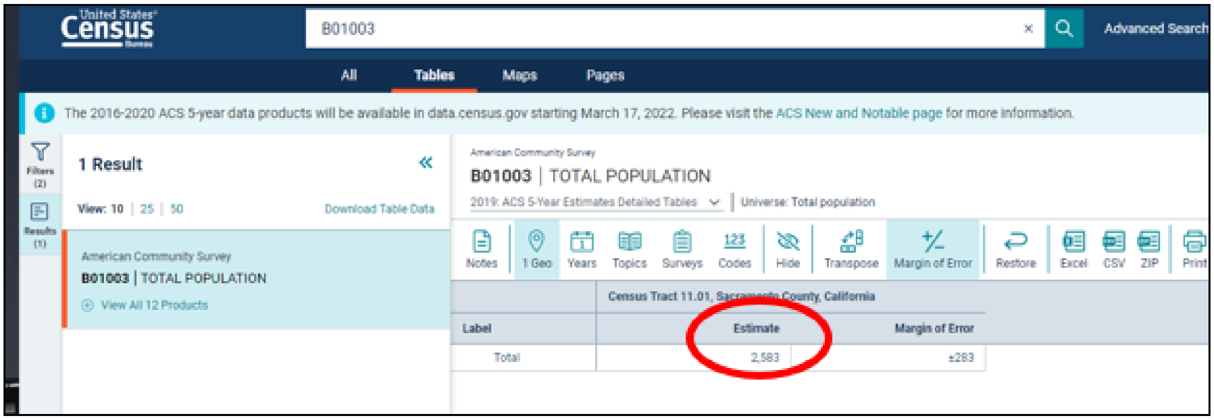


6) Then select-
- **Tract or Block Group**
- **California**
- Select **the County** the project benefits
- In this example, Sacramento County was selected
  - All Census tracks are listed
  - Select all appropriate tracts that the project benefits



7) Then close the window by clicking on the 'x'





Median Household Income (MHI):

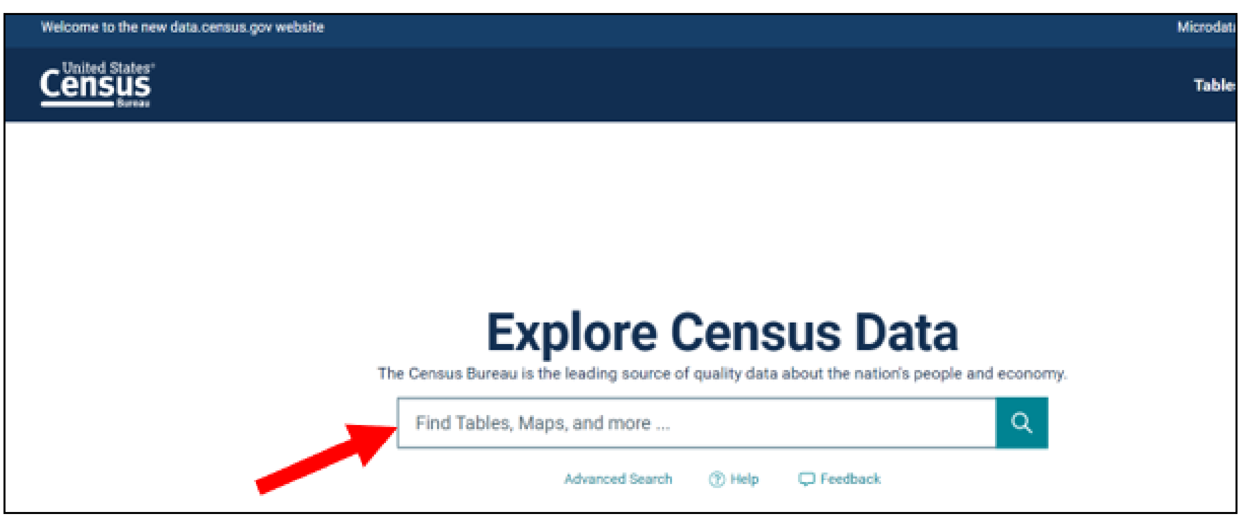
If **Median Household Income** is selected the following table will pop-up:

Census Tract/Block Group/Pace #	Population	MHI
		+

- MHI information **must be shown** for each of the census areas that the project is located in and also any tracts that the application claims benefits from the project.
- To add additional rows to the table click on the '+' at the end of the MHI column.
- Use the American Fact Finder (instructions below).
- For additional instruction, refer to the MHI video tutorial found on the ATRC website.

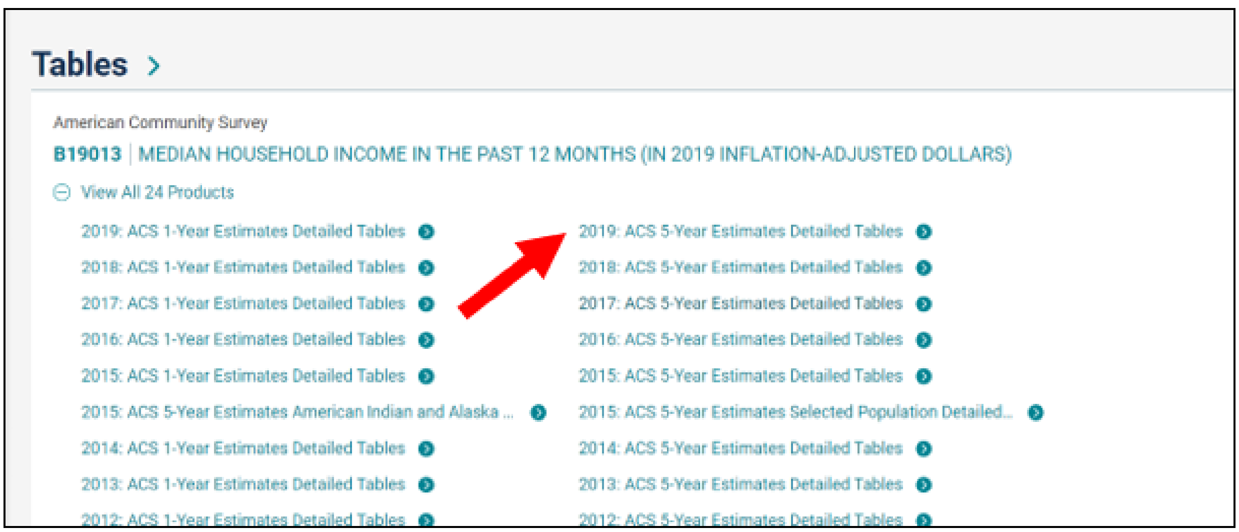
<u>To Use the American Fact Finder for Median Household Income Data</u>

1) Use Chrome, Edge or Firefox browsers (Explorer is not supported) to go to https://data.census.gov/cedsci/?intcmp=aff_cedsci_banner
2) In the "Find Tables, Maps and more …" field enter **B19013**

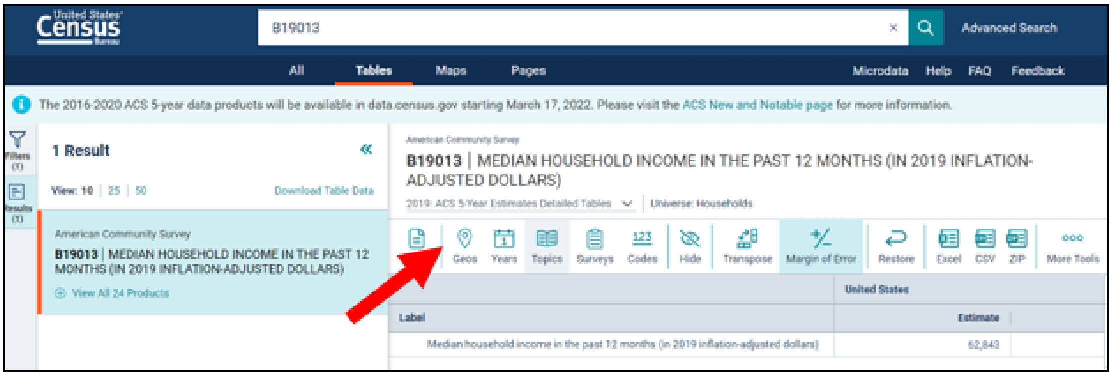


3) Select the plus sign next to "View All 24 Products" under **Median Household Income in the Past 12 Months (in 2019 Inflation-Adjusted Dollars) Tables.**

4) Select "2019: ACS 5-Year Estimates Detailed Tables".

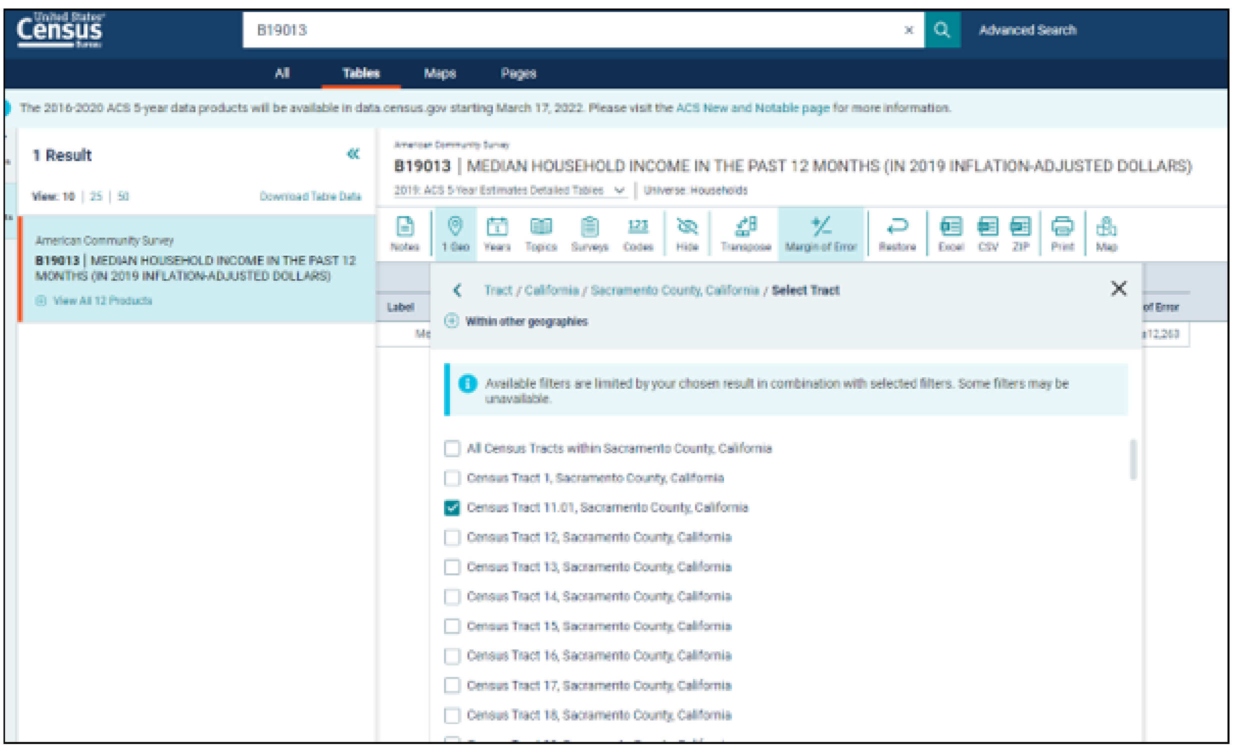


5) Then select “**Geos**”

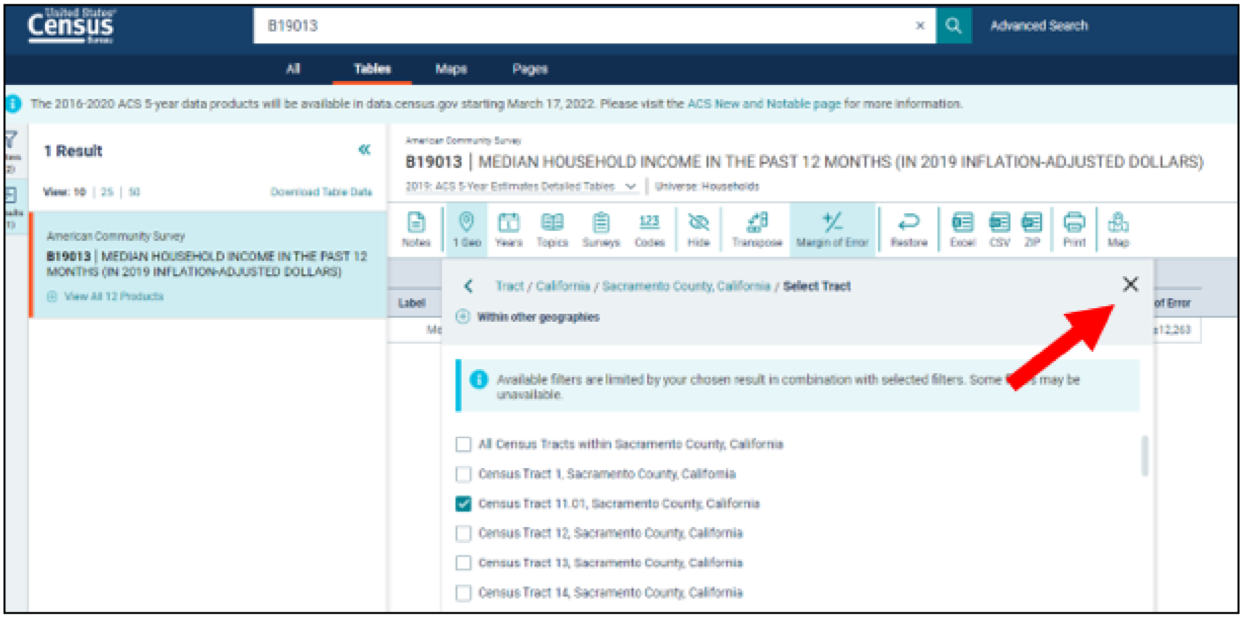


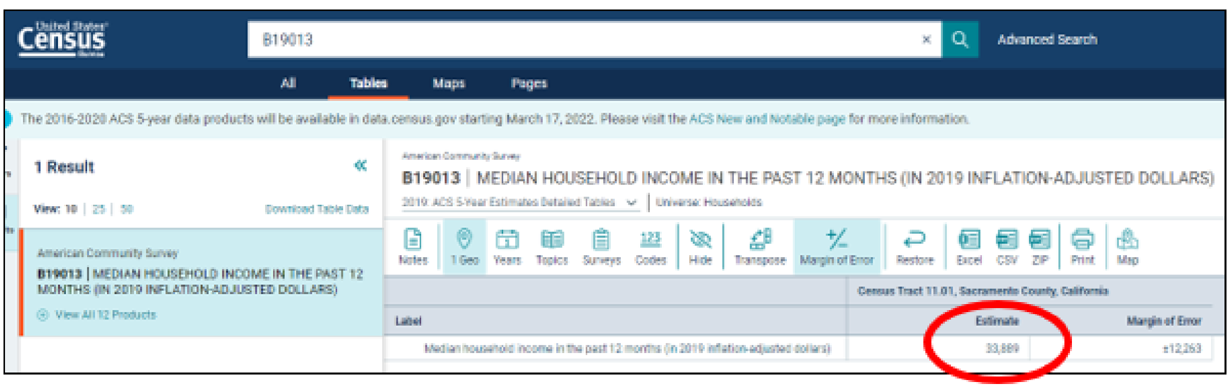
6) Then select-

- **Tract or Block Group**
- **California**
- Select the **County** the project benefits
- In this example, Sacramento County was selected
    - All Census tracks are listed
    - Select all tracts that the project benefits

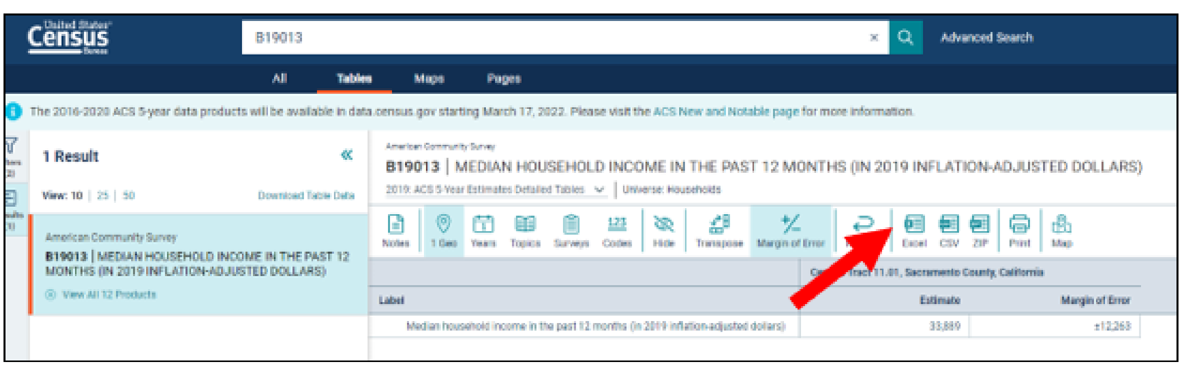


7) Then close the window by clicking on the 'x'





8) Print or use the Excel option to document **all** of the census tracts that the project benefits.



CalEnviroScreen:

If **CalEnviroScreen** is selected the following table will pop-up:

Census Tract/Block Group/Pace #	Population	CalEnviroScreen Score %
		+

The CalEnviroScreen score information can be found in the SB535 list of Disadvantaged Communities. The CalEnviroScreen 4.0 Tool, can be found here: https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-40

- CalEnviroScreen information **must be shown** for each of the census areas that the project is located in and also any tracts that the application claims benefits from the project.
- To add additional rows to the table click on the '+' at the end of the CalEnviroScreen column

Free or Reduced Price School Meals (FRPM):

If **FRPM** is selected the following table will pop-up:

School Name	School Enrollment	% of Students Eligible for FRPM

The **FRPM** option can only be used if Safe Routes to School was selected in Part A3-Project Sub-Type of the application. This table is auto-populated from the information entered in Part A3-Project Sub-Type.

Total student enrollment:	600
Total # of students that currently walk or bike to school:	200
Approximate # of students living along route proposed for improvement:	75
Projected # of students that will walk/bike to school after the project:	250
Percentage of students eligible for free or reduced meal programs**	88 %

School Name	School Enrollment	% of Students Eligible for FRPM
Test 1 Middle School	600	88

Healthy Place Index (HPI):

If the **Healthy Places Index** is selected the following table will pop-up:

Census Tract/Block Group/Place #	Population	HPI Percentile

Data and maps can be found at the California Healthy Places Index website. Access the map directly. View the step-by-step HPI tutorial videos.

- Healthy Places Index information **must be shown** for each of the census areas that the project is located in and also any tracts that the application claims benefits from the project.
- To add additional rows to the table click on the '+' at the end of the Healthy Places Index column.

POTENTIAL FOR INCREASING WALKING AND BICYCLING - STATEMENT OF NEED/ADDRESSING THE NEED (Question 2, except for Plan applications)

The **Safe Routes to School projects and programs** table is auto populated with the information from application Part A3-Project Sub-Type.

POTENTIAL FOR REDUCING PEDESTRIAN AND BICYCLIST FATALITIES AND INJURIES (Question 3, except for Plan applications)

All applicants must fill out the Crash Data Table located in A.3 of this question, even if the values are zero. The application shall only include data for crashes that the project can reasonably expect to mitigate. To get the data for this table, the applicant can choose to follow A.1: TIMS ATP Tool (recommended), and/or A.2: collision data and/or safety data in another format.

A.1: For applications using the TIMS ATP tool:

To use the TIMS ATP Tool, visit: https://tims.berkeley.edu/ . The applicant must register for an account and log in. In the menu bar at the top of the page, click on **Tools**, then click on the **ATP Maps and Summary Data Tool**. First time users are encouraged to view the ATRC "Flash Trainings" on the TIMS ATP Tool. In addition, users can select the **Help** button in the upper right-hand corner of the Tool and follow the step-by-step instructions.

The TIMS ATP Tool outputs that must be attached to the application include the following (also included in Step 6 of the TIMS tool):

"a. Collision Heat-map of the area surrounding the project limits" refers to the two heat maps created in the print/output file titled "County/City Heat Map" and "Community Heat Map". Both must be attached.

"b. Project Area Collision Map" refers to the map showing the project limits and all the specific locations for the past collisions.

"c. Collision Summaries and collision lists/reports" refers to the summaries and lists automatically created in the print/output file as well as the summaries and tables that have to be printed separately from other tabs within the TIMS suite of tools.

"d. For a combined I/NI project": The application states that the applicant may attach NI related heat-maps, etc. in Attachment J. The applicant can also include the "NI" related maps and summaries in their main TIMS ATP Tool attachment after the pages for the "I" elements of the project.

Combine the various maps/summaries: All of the above maps, lists and summaries must be combined into one crash-data related PDF file.

A.2: Applicants that do not have the collision data and/or prefer to provide additional safety data in a different format can provide it in this sub-question along with an explanation of the methodology. A.2 is optional and can be skipped if the applicant answered A.1.

A.3: Enter the numbers in the table gathered from the maps/summaries produced by the either A.1 and/or A.2. Enter "how many years of collision data were used…" in the space provided above the table. Based on the numbers entered, the Totals and the Average Per Year will auto-calculate.

A.4 and B: Applicants are expected to provide detailed responses and reference the maps/summaries in their responses to the narrative questions in this section.

LEVERAGING OF NON-ATP FUNDS: (Question # varies based on application type)

The leveraging and matching amounts shown on this page are auto filled from Part A6 "Project Funding" of the application.

Points received for leveraging funds will not be shown in the application. Points will be determined from the scoring rubrics. If the project will be leveraging funds, attach a signed "Letter of Commitment" indicating the amounts and sources of leveraged funds or other documentation to substantiate leveraging, including meeting minutes from a governing body, a budget sheet, a board or council resolution, etc.

SCOPE AND PLAN CONSISTENCY (Infrastructure applications and Combo applications)

Applicants are not expected to provide any additional information for this application question. Refer to the PSR equivalent workshop presentation found on the Caltrans ATP Cycle 6 website for more information on all project types. The evaluators will consider the following Project Study Report (PSR) Equivalent related items when scoring this question:

- Consistency between the Layouts/maps, Engineer's estimate and Proposed scope
- Compliance with the Engineer's Checklist and cost effectiveness
- Complete project schedule

PROGRAM SCOPE AND IMPLEMENTATION (Non-Infrastructure applications and Combo applications)

Applicants are not expected to provide any additional information for this application question. The evaluators will use the Exhibit 25-R when scoring this question:

The 25-R will be evaluated for:

- How well it reflects the applicant's responses throughout this application
- How well the overall scope meets the Purpose and Goals for the ATP, as defined CTC Guidelines
- Compliance with the ATP Non-Infrastructure Program Guidance

PLAN DEVELOPMENT (Plan applications)

Applicants are not expected to provide any additional information for this application question. The evaluators will use the Exhibit 25-P when scoring this question:

The 25-PLAN will be evaluated for:

- How well it reflects the applicant's responses throughout this application
- How well the overall scope meets the Purpose and Goals for the ATP, as defined CTC Guidelines

USE OF CORPS: (Question # varies based on application type, does not apply to Plans)

Tribal Corps coordination is only applicable if the Implementing Agency is a Tribal Government. Tribes that do not have a Corps must still coordinate with the California Conservation Corps (CCC) and the certified Local Conservation Corps. Local Corps are represented collectively by California Association of Local Conservation Corps (CALCC). All projects off tribal lands must coordinate with both the CCC and the CALCC.

The applicant must submit the ATP Corps Consultation Form to both the CCC and CALCC at least ten (10) business days prior to the application submittal to Caltrans. The CCC and CALCC will respond within ten (10) business days from receipt of the information.

Additional information about the corps, including tips on how to partner with the corps on your project, can be found at the California Conservation Corps and the CALCC (representing certified Local Conservation Corps) ATP websites.

APPLICANT'S PERFORMANCE OF PAST ATP FUNDED PROJECTS: (Question # varies based on application type)

Applicants are not expected to provide any information for this application question. It is included in the application as a reminder to applicants that the process of evaluating past performance will be conducted by CTC and Caltrans during the application review and selection process.

PART C: APPLICATION ATTACHMENTS

Many of the required attachments in Part C Application Attachments must use forms provided by Caltrans. The attachments that require forms provided by Caltrans are:

- Attachment A – the Application Signature Page
- Attachment B – the Engineer's Checklist
- Attachment F – the Project Estimate
- Attachment G – the NI Workplan (Exhibit 25-R)
- Attachment H – the Plan Scope of Work (Exhibit 25-P)
- Attachment J – State Funding Request (Exhibit 25-F) – Required only if State-Only funding is requested

These forms/documents can be found on the Caltrans ATP website at: https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle6

If an attachment is not required and it is more than 10 pages, do not attach it to the application. Provide a document with a link, or place only the relevant pages (10 maximum) in the application attachment.

The maps, photographs and other detailed exhibits must be in color and/or a high enough resolution to clearly depict all relevant information.

ATTACHMENT A: APPLICATION SIGNATURE PAGE **(Required for all applications)**

Applicants must use the Caltrans template at https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle6

Per the CTC Guidelines: "All project applications must include the signature of the Chief Executive Officer or other officer authorized by the applicant's governing board. Projects that will be implemented by an agency other than the applicant must include documentation of the agreement between the project applicant and implementing agency with the project application."

Some applications will require multiple approving signatures prior to submittal of the application to Caltrans. Read each signature statement carefully and obtain all required signatures for your project application. ***Failure to obtain signatures from all required parties prior to application submittal will cause your application to be rejected as incomplete.***

For all Projects: The Chief Executive Officer, Public Works Director, or other officer authorized by the governing board for the Implementing agency must affirm that they are authorized by their governing board with the authority to commit the agency's resources and funds and that the statements contained in this application package are true and complete to the best of their knowledge.

For Infrastructure Projects: For these projects, the agency officer signing the application must also affirm that they are the manager of the public right-of-way facilities (responsible for their maintenance and operation) or they have authority over this position.

For projects where the Implementing Agency will not be the agency responsible for operation of maintenance of the proposed project improvements: For these projects, the agency officer signing the application must affirm that their agency is committed to partner with the "Implementing Agency" and agrees to assume the responsibility for the ongoing operations and maintenance of the facility upon completion by the implementing agency and they intend to document such agreement per the CTC guidelines. The undersigned also affirms that they are the Chief Executive Officer or other officer authorized by their governing board with the authority to commit the Agency's resources and funds. They are also affirming that the statements contained in this application package are true and complete to the best of their knowledge.

ATTACHMENT B: ENGINEERS CHECKLIST **(Infrastructure and Combo Projects Only)**

Applicants must use Caltrans template at https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle6

The Engineer's Checklist is to be used by the engineer in "responsible charge" of the preparation of this ATP application to ensure all of the primary elements of the application are included as necessary to meet the CTC's requirements for a PSR-Equivalent document (per CTC's ATP Guidelines and CTC's Adoption of PSR Guidelines - Resolution G-99-33) and to ensure the application is free of critical errors and omissions, allowing the application to be accurately ranked in the statewide ATP selection process.

ATTACHMENT C: PROJECT LOCATION MAP **(Required for all applications)**

This attachment will automatically populate with the map attached in Part A2, Project Location. The application evaluators and the Program Managers must be able to quickly pinpoint the project's location in California and the local community. This map needs to show where the project/program/plan is located within the agency's overall jurisdiction. At a minimum, it needs to include/show:

- North Arrow
- Label all relevant street names and highway route numbers
- Project location in relationship to the applicants overall jurisdictional boundary.

ATTACHMENT D: PROJECT LAYOUT/PLANS AND CROSS SECTIONS SHOWING EXISTING AND PROPOSED CONDITIONS **(Required for Infrastructure and Combo Projects. Optional for NI and Plan projects)**

Preliminary Plans or scaled aerial maps are required for all Infrastructure projects. These plans/maps need to show the limits of the proposed improvements and sufficient detail to show that the proposed improvements are technically feasible using generally accepted design standards.

The application reviewers must be able to confirm whether the proposed improvements fall within the Implementing Agency's existing right-of-way or if they require new right-of-way acquisition.

As part of a PSR-Equivalent document, the maps/plans need to include the following at a minimum:

- North Arrow and Scale
- High resolution and/or color - as needed to convey project details
- Layout sheet(s) or scaled aerial photo(s) depicting the complete length of the project & improvements. The scale must allow for a visual depiction of all of the primary project elements, including their intended final widths.
- Typical cross-section(s) showing existing conditions and proposed changes to the existing environment, including vehicular lane widths, active transportation facilities widths, right-of-way widths, new facilities, etc. These cross sections must be to scale and must include each of the controlling locations.
- Label relevant street names and highway route numbers.
- Label right-of-way lines – as appropriate. At the PSR-Equivalent level, these lines can be approximated on aerial photos by physical features. Projects that have no reasonable expectation of encroaching past the Implementing Agency's right-of-way do not need to show these lines.
- Final Plans (Title, Layout Plans, Cross-sections and other sheets as needed to document the general scope of the project) are ONLY expected for projects being presented in the application as "Shovel Ready."

ATTACHMENT E: PHOTOS OF EXISTING CONDITIONS **(Required for all applications)**

All applications must include pictures showing the existing conditions, including a general representation of the project area, safety issues, barriers, public outreach, etc. that are identified in the narrative answers. Extra photos can be included in this attachment.

At a minimum, the overall application photos need to include:

- one or more photos of the existing project location(s)
- one or more photos for each of the major types of existing safety, barriers or other active transportation related issues within the project limits and presented in the application.
- high resolution and/or color - as needed to convey project details
- Label all photos with details on the specific locations/hazards/needs being depicted

Non-Infrastructure and Plan project photos are only recommended to be included as they relate to the project elements, activities and deliverables as presented in the narrative questions.

ATTACHMENT F: PROJECT ESTIMATE **(Required for Infrastructure and Combo Projects Only)**

Project estimates are required for **ALL** infrastructure projects and must define the project's overall costs. The project estimate must allow application evaluators to easily review how the total costs are split, including but not limited to: project delivery (soft) cost, construction cost, eligible item costs, and ineligible costs (non-participating).

Infrastructure Projects:

Applicants **must** use Caltrans' Project Estimate template for estimating the cost of construction items and the overall project costs. The Caltrans' template can be found at: https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle6

The Project Estimate form only has a limited number of lines. If your estimate has more items; you will have to combine similar items per the note below. Instructions for completing the estimate, including the details required for ATP applications, are included in a separate tab of the Caltrans template. The template also includes a 3rd tab that lists the items that are allowed to use Lump Sum units; **only** the items listed can use Lump Sum units.

The detailed Project Estimate must meet the following expectations:

- Identify all items that the ATP will be funding; broken down by bid items and unit cost. *Lump Sum may only be used per industry standards.*
- Construction contingency can be used - as appropriate at the level expected for a PSR-Equivalent.
- Estimate must be true and accurate – as appropriate at the level expected for a PSR-Equivalent.
- If appropriate, designate which items (or percentage of items) the applicant expects to be completed by the Corps. This information must be consistent with the applicant's answers to the Narrative Question (question number varies based on application type).
- Designate any non-participating (ineligible) items (or percentage of items) that are being included on the project.

Note: If an applicant has already developed a complete estimate using another tool, the items can be grouped into sub-categories such as overhead, bike lanes, sidewalks, drainage, utilities etc., and the full estimate must be attached to the Caltrans Project Estimate in Attachment F or in the Additional Attachments section (Attachment K).

ATTACHMENT G: NON-INFRASTRUCTURE WORK PLAN (EXHIBIT 25-R) **(Non-Infrastructure and Combo Projects Only)**

Non-infrastructure applications must include a non-infrastructure Work Plan (Exhibit 25-R) with distinct tasks and deliverables that define the scope and cost of the project. The NI Work Plan must allow application evaluators to easily review the tasks, activities, and deliverables included in the program as well as the program costs. The program details in the NI Work Plan allow applications to be considered PSR Equivalents and define the scope deliverables the Agency is committing to if their application receives funding.

Non-Infrastructure Projects:

Applicants **must** use the NI Work Plan (Exhibit 25-R) template, which can be found on the ATP website at: https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle6

Instructions for completing the Work Plan are included on the template. Applicants may also view the ATRC Flash Training.

The NI Work Plan must meet the following expectations:

- Applicants must refer and adhere to the ATP NI Guidance "ATP NI Program Expenditure Eligibility and Cost Guidance" found at: https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle6
- The NI Work Plan must be consistent with the other parts of the application.

This NI Work Plan is a critical element of NI applications as it defines the scope, cost, schedule, and deliverables.

ATTACHMENT H: PLAN COST ESTIMATE (EXHIBIT 25-PLAN) **(Plan Projects Only)**

Plan applications must include a Plan Scope of Work (Exhibit 25-Plan) with distinct tasks that define the major elements of the work necessary to complete the Plan as required in the CTC Guidelines. The 25-Plan must define the scope, cost, and deliverables the Agency is committing to complete if their application receives funding. This is needed to meet the CTC's expectation that ATP applications are to be considered PSR Equivalent.

Plan Projects:

Applicants **must** use the Plan Scope of Work (Exhibit 25-PLAN) template, which can be found on the ATP website at: https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle6

Instructions for completing the Scope of Work are included on the template.

The Plan Scope of Work must meet the following expectations:

- A Plan **must include, but is not limited to**, the components listed in Appendix A of the CTC guidelines or explain why the component is not applicable.
- Plan deliverables may contain conceptual designs, but not detailed estimates or construction plan sheets.
- The 25-Plan must be consistent with the other parts of the application.

ATTACHMENT I: LETTERS OF SUPPORT

ONLY LETTERS OF SUPPORT ATTACHED TO THE APPLICATION WILL BE CONSIDERED. Letters of support must **not** be mailed directly to Caltrans or the CTC. Each application can have a maximum of 10 Letters of Support.

All projects are encouraged to provide letters of support.

ATTACHMENT J: STATE FUNDING (EXHIBIT 25-F)

Applicants **must** use the State Funding Request (Exhibit 25-F) template, which can be found on the ATP website at: https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle6

Applicants requesting State-Only funding, for projects with total ATP funding of over $1 million need to provide a compelling justification. ***This form is required if State-only*** *funds (SOF) are being requested.* Caltrans will determine which projects will receive State funds at time of program adoption.

ATTACHMENT K: ADDITIONAL ATTACHMENTS

Additional attachments should be organized in a way that allows application reviewers to easily identify and review the information. All additional attachments must be scanned into one document.

The following list represents some of the additional application attachments that are recommended, or optional, based on the type of project and its individual project elements.

- If applicable, for projects impacting more than one school, additional school data or appropriate school details for each school need to be attached.
- If applicable, when an entity other than the Implementing Agency is going to assume responsibility for the operation and maintenance of the facility, provide documentation of the partnering maintenance agreement. Provide a letter of intent attached to the application (at a minimum), and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.
- If applicable, warrant studies are required when the project includes an improvement that requires an engineering study to warrant the installation of certain traffic control devices (e.g. traffic signals). When applications include traffic control features like these, the applicant must ensure all requirements of the latest California MUTCD are met.
- If applicable, provide portions of a plan or report that support the proposed project i.e., illustrating barriers, safety concerns and other ATP project elements within the project limits. (Copy of cover page and pages with the relevant text highlighted/underlined).

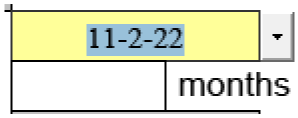
APPLICATION SUBMITTAL INSTRUCTIONS

Applicants must submit the application electronically to Caltrans and also submit to the Metropolitan Planning Organization (MPO) and Regional Transportation Planning Agency (RTPA) or County Transportation Commission.

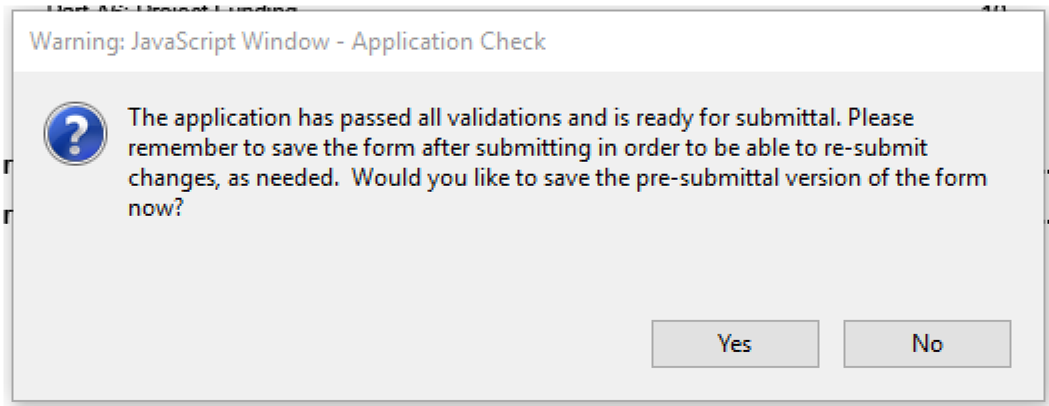
1. Electronic Submittal:

The automated submittal process includes the following elements:

a. When the application is complete, hit the "Check App" button located at the top of the "Application Index Page" (page 2).
b. The form will check that all required application data and formatting are complete and correct, 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.
    - A field that is required or has improper formatting will have a yellow background, instead of a white background. The applicant needs to scroll through the application to address/correct any of the indicated yellow boxes.

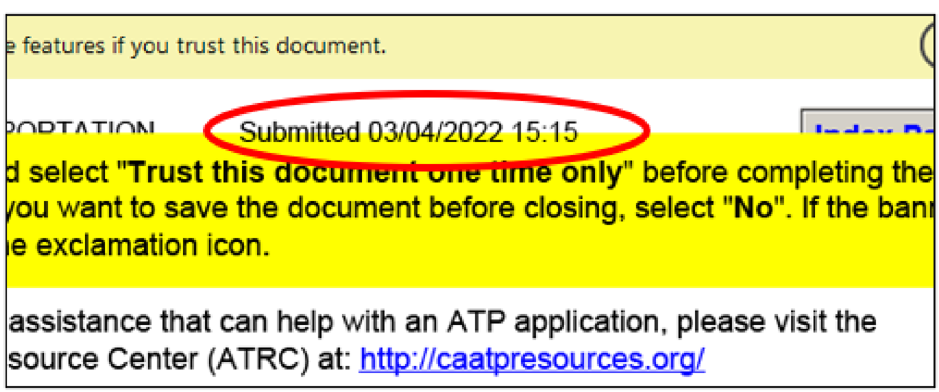


d. After the applicant corrects any issues, hit the "Check App" button again (on the "Application Index Page" (page 2)).
e. If there are no further issues, you will get the following message:



If you click yes you can either opt to save to the same name you had saved before or rename the file, then save.

f. At this time, 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 send the application and all corresponding attachments to Caltrans' online database. Once the form has been submitted a date and time stamp will show on the cover page. **The applicant should save this version in their filing system as the official/final application.**
   - Note: Revised/resubmitted applications will receive a different date/time stamp and should be saved as a separate document from the first submitted application).



i. As part of this electronic submittal 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 *not* 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.

j. Applicants must save the "confirmation of receipt" email after successful application submittal to allow for electronic submittals after the final filing date if there are submission errors.

If the submit process fails, you will get an email notifying you the submission failed. The applicant must contact Caltrans if an error occurs during the submission process. As long as the applicant contacts Caltrans prior to the application submittal deadline, Caltrans will work with the applicant to resolve the submittal issue(s), and the application will be considered to have met the submittal requirements.

- It is highly recommended not wait until the final day to submit.
- As part of the issue resolution, an agency may need to use DropBox or another file storage service to send their application to Caltrans given that the size of the application file is normally too large to send through email.

<u>In the case that an applicant needs to make a change to an application already submitted, they have the option to "Re-Submit". By re-submitting, the newest version of the application will be sent to Caltrans and will override the original submittal. To re-submit, open your saved copy of the originally submitted application, make the changes that you need to make, then follow steps (a-e) above. After the "Check App" function is complete, the "Check App" button will change to a "Re-Submit" button. Hit "Re-Submit" and follow steps (h-j) above.</u>

2. <u>Application submission to the Metropolitan Planning Organization (MPO) and Regional Transportation Planning Agency (RTPA) or County Transportation Commission:</u>

a. The California Transportation Commission (CTC) Active Transportation Program Guidelines 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.
   - Refer to the CA MPO & RTPA contact list on the ATP Cycle 6 Website.

   The copy may be hard copy or electronic – check with your regional agency and/or county commission for their preference.