Active Transportation Program Technical Advisory Committee—Meeting Minutes
DATE: Tuesday, September 21, 2021
TIME: 9:00am - 12:45 pm
LOCATION: Zoom

TAC Chairs: Laurie Waters, California Transportation Commission; Dee Lam, Caltrans
TAC Facilitators: Dr. Kevan Shafizadeh, CSUS School of Engineering & Computer
        Science, Nicole Donahue, CSUS-CCE
Notetaker: Susan Herman, CCE

Attendees:
Aaron Hoyt, Placer County TPA, Rural Counties Task Force-Central/North; Adam
        Fukushima, City of San Luis Obispo, Rural Cities; Ariana Lopez, Orange County,
        Urban Counties-South; Ariana zur Nieden, SANDAG, RTPA South; Beverley
        Newman-Buckhard, CTC; Caro Jauregui, California Walks; Claire Gallogly, City
        of Santa Cruz, Medium Cities; Cory Wilkerson, SCAG, Large MPOs-South; David
        Ducette, CA OTS; Dee Lam, Caltrans Local Assistance; Desiree Fox, Caltrans
        ATP-North; Dillon Fitch, UC Davis; Elika Changizi, CTC; Emily Abrahams,
        Caltrans ATRC; Ivan Garcia, BCAG; Jacob Lieb, LA Metro, CA Transit
        Association; Jeanne LePage, Ecology Action; Jesse Rosemoore, SFMTA; Jesse
        Gothan, City of Sacramento, Northern Cities; Joel Campos, San Joaquin COG;
        John Yi, Los Angeles Walks; Joi Jackson, Grow Cycling Foundation; Jonathan
        Matz, Safe Routes Partnership; Keith Williams, SRTA, Small MPO Rural-North;
        Kendee Vance, Caltrans ATP-California Tribes; Kenneth Kao, MTC, Urban
        Counties-North; Kevin Jensen, City and County of San Francisco, ADA
        Accessibility ; Laura Cohen, Rails-to-Trails Conservancy; Laurie Waters, CTC;
        Mary Hartegan, Caltrans ATP Reporting; Maura Twomey, AMBAG, Rural
        Disadvantaged Counties; Miguel Vazquez, Riverside University Health System-
        Public Health; Nelson Bellesheim, California Conservation Corps; Oona Smith,
        HCAOG, Pedestrians-Rural; Sarkes Khachek, Santa Barbara CAG; Summer
        Lopez, Caltrans HQ; Teresa Favila, CTC; Tony Dang, Caltrans HQ,
        Sustainability; Trina Luo, Caltrans ATP-South; Victoria Custodio, CDPH

Key Decisions and Action Items:
No decisions were made or action items added. The meeting focused on reports and
updates. Committee members also offered feedback to CTC on program guidelines.

Item 1. Welcome, opening remarks, introductions, meeting structure
- Kevan Shafizadeh started the meeting
- Laurie Waters and Teresa Favila of CTC also welcomed everyone and thanked
  them for their thoughtful participation

Item 2. Caltrans Office Chief Updates
Speaker: Dee Lam, Caltrans Division of Local Assistance (DLA)

- Dee introduced herself: Division Chief, DLA; Acting Office Chief, State Programs until a new office chief is hired.
- Caltrans launched its enterprise-level strategic plan a few months ago. Engagement is a key part of strategic principles.
- DLA is under Planning and Modal Programs (Jeannie Ward-Waller). Its program strategic plan will launch in coming weeks. Improving data performance and customer service are high priorities.

Item 3. Caltrans Updates

Mary Hartegan, Reporting
- Once projects are adopted into the program, agencies must report quarterly on budget, scope, schedule and benefits. Caltrans ATP managers assess risk and report to CTC.
- Semi-annual report will be presented in October to CTC.
- CalSmart enhancements are ongoing, to make reporting easier for agencies.
- Project profiles can be found on ATP website.
- Next agency reporting period will open Oct 1 and close Oct 15. Next report to CTC is March 2022.
- Webinar tutorials will be available for agencies on October 5 and 6, covering how to navigate system, elements required in reports, Q & A. A pre-recorded version will also be available.
- Sign up for the reporting email list here: ***subscribe***

Summer Lopez, August 2021 ATP Next Steps Workshop and feedback
- The purpose of the workshop was to train Cycle 5 ATP recipients in next steps and reporting.
- Link to workshop: https://caatpresources.org/index.cfm/1554

Emily Abrahams and Summer Lopez, Active Transportation Resource Center (ATRC) Updates on Programs and Partners
- **CSUS** provides support for training sessions. Trainings have recordings that are viewable afterwards. You can find those on the ATRC website.
- **Statewide Active Transportation Database** (SATDB). Database will store and track counts with enhanced capabilities and visualizations.
  - Currently working with SCAG regional database; the goal is to expand it statewide.
  - Contract is awarded to UC Berkeley
  - Work to begin December 1, 2021 once contract is complete.
- **CDPH** provides technical assistance for non-infrastructure (NI) implementers. Other Initiatives can be found on ATRC website.
- **Evaluation and Technical Assistance contract.** A technical assistance program that will develop a performance metric evaluation plan for awarded ATP projects to help agency's collect data with regional technical assistance and Infographics to showcase change and success.

- **Kit of Parts Pilot Program.** Existing SCAG "Go Human" kit-of-parts program will be expanded statewide in this pilot program. Agencies will borrow kits for demonstration projects and pop-up events.
- **Disadvantaged Communities Technical Assistance Program.** Consultant (Local Government Commission) assisted 10 disadvantaged communities to apply for Cycle 5. Program highlights:
  - Four virtual, tailored workshops and individualized technical assistance was provided.
  - $11.5 Million total was awarded to three of the 7 applicants.
  - Rails to Trails and Fehr and Peers were subconsultants for this program.
- **New DAC TA program to launch with Cycle 6.**
- **Active Transportation Symposium 2021** is October 26-28, 8:30-12:30 each day.
  - Theme: Connect-Visualize-Transform. Will also include virtual networking.
  - Registration link: https://caatpresources.org/1524

Item 4. UC Davis B/C Tool Update
Speaker: Dillon Fitch
- UC Davis Institute of Transportation Studies has been developing a benefit-cost analysis tool for two years. It will help agencies evaluate projected benefits from proposed projects. It will also help ATP do programmatic evaluations using data from all projects in the program.
- Conceptual design complete March 2021; will undergo more refinement
- Next steps
  - Improve models of walking and bicycling
  - Compete draft versions of both tools in October 2021; get feedback from project-TAC
  - Revise tool, develop documentation and training Nov-Dec 2021

Item 5. CTC Updates

Laurie Waters, Augmentation Update
- No ATP augmentation at present. Previously planning on $500M to augment Cycle 5 to program more projects; sadly, no deal was reached because it got caught up in high-speed rail negotiations before legislature went on recess.
- The Commission's preference is still to augment Cycle 5 if possible; however, this could be messy if it takes place in the middle of Cycle 6.
- Clair and Jonathan thanked Laurie for all the background work she did to move augmentation forward, even though it didn't work out.
- Trigger point at which, if funds were to become available, CTC would move them into programming for Cycle 6? This would need to be brought to stakeholders.

Elika Changizi, 2023 ATP Engagement—Cycle 6
- Workshops to begin this fall, broken into Central and Branch, details and Save the Dates on ATP website.

- Workshops all virtual on GoToMeeting/GoToWebinar from Nov 2021-Feb 2022. Call for projects at March CTC meeting.
- Central workshops will discuss stakeholder recommendations made on guidelines, applications, scoring rubrics. Commission staff will post detailed notes covering decisions made at each Central workshop.
- Branch workshops will provide tailored technical assistance to smaller and more remote agencies and areas that have traditionally struggled with ATP. Will also include detailed analysis of the agencies' past performance and where they could improve.
- Site visits to be held virtually. They are intended to troubleshoot specific challenges faced when developing the applications. Google form survey for scheduling site visits.

Laurie Waters and Beverley Newman-Burckhard, 2023 ATP Guidelines, possible revisions

- Initial draft guidelines to be released before first workshop.
- Throughout Cycle 5 the CTC team kept track of questions and problems. Debriefs were held with evaluation teams to collect feedback.
- Possible revisions for Cycle 6. Laurie solicited feedback from ATP-TAC members: are the proposed revisions issues that should/should not be addressed head-on in the workshops? How best to resolve the issue? What might stakeholders bring up?
- <u>Revise Scoring System?</u>
    - o Pros to revising it: Point score out of 100 are interpreted as grades (A, B, C and so on) do not equal grades. Too much bunching at cutoff scores, e.g. 10 or more projects have the same score. Same project can receive different scores in different cycles.
    - o Cons: easy to score out of 100, fewer mistakes. Lose transparency. Lose ability to compare across cycles.
    - o Alternative scoring ideas: move to High-Medium-Low categories or ranking system. Change maximum point value.
- <u>Limit ATP fund requests?</u>
    - o Pros to limitation: large projects mean fewer projects get funded overall. Disadvantages smaller, non-infrastructure projects, plans. Discouraging for applicants. Difficult for MPOs to fund a whole project.
    - o Cons: Large projects provide big benefits. Rural and smaller agencies do not have access to other funds. Scale of need could be diminished.
    - o Possible revisions: applicants can still submit large projects but only request a certain amount of ATP funds. Alternate funding large projects in one cycle and smaller in the next cycle. Have set-asides for non-large projects.
- <u>Quick-Build Projects.</u>
    - o 2021 ATP included quick-build pilot, of 22 submitted applications, the program funded 8 projects.

- Issues: Quick-builds have a separate application. Need to resolve funding amounts for this category, or continue as a set-aside. More specific definition of quick-build for applicants w/ examples. Reporting system needs to be refined. Funding pre-construction or construction only? 2021 pilot intended to fund shovel-ready projects. Time extensions.
        - CTC recommends continuing Quick-build as Phase II pilot in 2023.
- <u>Points for projects in an Active Transportation Plan</u>
        - Roll this out gently, starting with large infrastructure projects first. Definition of plan will need to be clearly spelled-out.
- Two additional points that were not presented due to limited meeting time: <u>Point Dedication for Past Performance</u>, and <u>Project Delivery</u>.

Item 6. Closing Remarks

Adjourn
The meeting adjourned at 1:00pm