

JANUARY 1, 2019



EXECUTIVE SUMMARY

LAPG CHAPTER 22: ACTIVE TRANSPORTATION PROGRAM

STATE OF CALIFORNIA
DEPARTMENT OF
TRANSPORTATION Division of
Local Assistance

A. Introduction

The Active Transportation Program (ATP) is a competitive statewide grant program created under [Senate Bill 99 \(Chapter 359\)](#) and [Assembly Bill 101 \(Chapter 354\)](#). The main purpose of this program is to encourage and increase the use of non-motorized active modes of transportation such as walking, bicycling and to promote a healthy lifestyle to name a few. This chapter covers a broad spectrum of necessary details, guidance, and information needed by the administering agency to successfully delivery their projects. The information listed below is created to highlight key documents, dates and other pertinent information that the agency needs to be aware of. This is just a supplement and it is the full responsibility of the administering agency to understand the detailed guidance and information provided in this chapter.

B. Purpose and Objective

The intent of this executive summary is not to divert the local agency from reading [Chapter 22](#) in its entirety, but to give the agency a quick reference and to highlight key items that most agencies may not recognize due to complexities and copious information of the Local Assistance and CTC guidelines.

The main objectives of this is to:

- To summarize the documents
- To eliminate confusion
- To facilitate faster submittals of allocation requests

Chapter 22 Active Transportation Program

CTC Allocation

To request an allocation, the following shall be submitted to the DLAE (generally 8 weeks) prior to the CTC meeting requested for allocation (per the CTC Meeting Calendar).

<http://www.dot.ca.gov/hq/transprog/ctcliaison.htm>

Request for Allocation of Funds (CTC)

#	Documentation	PA&ED (E&P)	PS&E / R/W	Construction/ CE
1	LAPG Exhibit 22-N: Allocation Checklist , LAPG Exhibit 22-O: Allocation Request (For MPO/RTPA awarded projects: MPO/RTPA signatures maybe needed)	X	X	X
2	LAPG Exhibit 22-C: State Only Finance Letter	X	X	X
3	Copy of MTIP showing programmed funds	X	X	X
4	CEQA and NEPA (federally funded)		X	X
5	R/W Certification			X
6	Engineer's Plans and Detailed Estimate (Plans: Cover Sheet, Layouts, X-sections, and Striping)			X

Note:

ATP projects that are **100% State Only Funded (SOF)**

- For PS&E Allocation: CEQA is needed.
 - PS&E and R/W can be allocated at the same time.
- For CON Allocation: CEQA and Right of Way Certification (Agency's R/W self-certification) are needed.
 - For ATPNI – [LAPG Exhibit 22-R: NI Work plan](#) approved by HQ, prior to allocation vote.
- The Allocation approval is the authorization to begin work. RFA is not needed.
- Use [LAPG Exhibit 22-A](#) when submitting Award information.

ATP projects that are Federally Funded (Partially or Fully)

- For PS&E Allocation: Both CEQA and NEPA are needed.
 - PS&E and R/W can be allocated at the same time.
- For CON Allocation: NEPA and R/W Cert ([LAPM Exhibit 13-A](#) or [LAPM Exhibit 13-B](#)) are needed.
 - For ATPNI – [LAPG Exhibit 22-R: NI Work plan](#) approved by HQ, prior to allocation vote.
- Each Allocation requires a Request For Authorization (RFA) submittal in order to receive E-76 authorization.
 - Allocation and RFA can be submitted concurrently to the District.

- **Consultant Contracts:** Can be advertised prior to receiving the E-76. However, eligible work must be **after** the E-76 date in order to be eligible for federal reimbursement.
- Construction Contracts: Cannot be advertised prior to receiving the E-76.
- Use [LAPM Chapter 15](#) forms when submitting the Award Package information (i.e. [Exhibit 15-L](#), [Exhibit 15-G's](#), etc.)
- Use [LAPM Chapter 17](#) forms when submitting Final Report of Expenditures (i.e. [Exhibit 17-A](#), [Exhibit 17-C](#), etc.)

Timely Use of Funds Deadlines: (Click [HERE](#))

- Allocation – project components must be allocated in the year in which they are programmed.
- Award – construction contracts must be awarded within six (6) months of the construction allocation. Notify Caltrans District when construction contracts are awarded.
 - Notification is required within 60 days of contract award. Projects not awarded within four (4) months are required to be reported to the CTC on a monthly basis.

Request for Time Extension

- Use [LAPG Exhibit 22-B: Request for Time Extension](#).

ATP Project Reporting: (Click [HERE](#))

- Progress Reporting
 - Progress reports are due quarterly through June 2019.

Due Date to Caltrans	Timeframe to Cover	Presented to Commission
September 5, 2018	March 1, 2018 – August 31, 2018	October 17-18, 2018
October 8, 2018	July 1, 2018 – September 30, 2018	December 5-6, 2018
January 17, 2019	October 1, 2018 – December 31, 2018	March 2019
April 18, 2019	January 1, 2019 – March 31, 2019	June 2019
August 22, 2019	April 1, 2019 – June 30, 2019	October 2019

- Progress reports will be semi-annual beginning July 2019

Due Date to Caltrans	Timeframe to Cover	Presented to Commission
January 15, 2020	July – December 2019	March 2020
August 15, 2020	January – June 2020	October 2020

- Use [LAPG Exhibit 22-S: ATP Project Progress Report](#)
- Completion Report
 - Due within six months of construction contract acceptance or the project becoming operable (open to the public), whichever comes sooner.

- The Final Delivery Report (link below) is currently under construction to serve as both the Completion Report and the Final Delivery Report.
- Final Delivery Report
 - Due within 180 days of conclusion of all remaining project activities beyond acceptance of the construction contract.
 - Use [LAPG Exhibit 22-T: ATP Final Project Report](#)

Project Amendments

- The 2018 CTC guidelines allow for Scope and Programming amendments.

Baseline Agreements

- Sets the foundation for the Commission's in-progress and follow-up accountability, identifying the responsible agency and the expected project benefits, scope, schedule and cost.
- For the ATP funded projects, the BA is required when the project has either a total project cost of \$25 million or greater, or a total programmed amount of \$10 million or greater.
- If a project meeting the BA criteria is adopted into the SB 1 program and has CEQA clearance, the BA must be executed within four months of the adoption.
- If a SB1 project, meeting the BA criteria, does not yet have CEQA clearance, the BA is due six months after the CEQA document if is completed (e.g. filing of NOE or NOD).
- If a project with CEQA clearance is adopted into the SB1 program and meets the requirement for a BA, the project BA must be executed within four months of the project program adoption date.
- If a SB 1 project with a completed CEQA document receives an increase in funding, causing the project to exceed the BA requirement threshold, the project must have an executed BA within 60 days of when the change is identified.
- If a BA is required, but not executed within the required timeframe, the CTC may delete the project from the STIP.
- Projects requiring a BA may not allocate phases beyond PA&ED until the BA has been executed.