

# Best Practices for Administering Proposition 1B (P1B), ATP, and Senate Bill (SB) 1 Projects



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# Presentation Background

- Tools for administering P1B, ATP, and SB1 projects
  - Assist grantees with navigating common pitfalls



- Based on results from audited projects

# Project Study Report and Award

- Development of Application/Project Study Report (PSR)
  - Project Programming Request (PPR) must be consistent with PSR budget
  - When finalizing PSR, project must be consistent in future based on scope, and benefits & outcomes
- Congratulations, project programmed!
  - Review grant requirements, and note milestones and reporting deadlines

# Requesting Allocation

- Allocation request must be:
  - Consistent with original application/PSR scope
  - Funded similarly to the Transportation Improvement Program, PPR, & Finance Letter
- Any scope inconsistency with original application/PSR, prepare amendment request
- Six months before construction is anticipated to begin, remember to submit project user counts

<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/ob/2019/ob19-02-attachment.pdf>

# Project Administration Dos

- **Do** invoice at least once every six months
- **Do** ensure project costs on invoices are segregated for the allocated project only
  - If another unapproved project's costs are included on invoices; these are ineligible and nonparticipating
- **Do** comply with and reference the Local Assistance Procedures Manual (LAPM)

<https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-procedures-manual-lapm>

# Project Administration Don'ts

- **Don't** incur costs and advertise the contract prior to allocation (or federal auth.) approval
  - Costs are ineligible for reimbursement



- **Don't** perform work outside of the plans and specifications of the PSR
  - Costs may be ineligible even with a change order
  - Submit scope amendment if needed

<https://catc.ca.gov/-/media/ctc-media/documents/090418-final-amended-accountability-transparency-guidelines-a11y.pdf>

# Project Acceptance

- Project acceptance occurs when the contractor accepts the construction contract or is operable (open or complete if Non-Infra. components)
- For Prop 1B:
  - Final Delivery Report (FDR) due within 180 days of project acceptance
  - Supplemental FDR may be completed if additional costs and/or work incurred after FDR submitted
- For SB1 and ATP:
  - Completion Report due within six months of acceptance
  - FDR due within 180 days of all remaining activities to reflect final expenditures, changes after Completion Report, and updated benefits

# Project Benefit/Outcomes

- Must use consistent data from original application/PSR
  - Data reported must trace to a source
  - Contact Air Quality District for emissions

- Utilize project user counts

<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/ob/2019/ob19-02-attachment.pdf>

- If updated data arrives, prepare an FDR (SB1 or ATP) or Supplemental FDR (P1B)



# Tips & Resources

- Create grant monitoring procedures!
- Chapter 16, Construction Contract Administration in the LAPM; especially Section 16.10 for change orders

<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/ch16.pdf>

- Local Assistance ATP website:

<https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program>