

Application Questions

Question #1

QUESTION #1

DISADVANTAGED COMMUNITIES (0-10 points)

A. Location and Access (0 points)

Map of Project Boundaries: Required

Provide a scaled map showing the boundaries of the proposed project/program/plan, the geographic boundaries of the disadvantaged community, and disadvantaged community access point(s) and destinations that the project/program/plan is benefiting.

Insert attachment box for the map.

B. Identification of Disadvantaged Community (0 points)

Select one of the following 4 options. Must provide information for all Census Tract/Block Group/Place # that the project affects. (Drop down Menu) Then only the related data box will show up

Median Household Income

CalEnviroScreen

Free or Reduced Priced School Meals- Applications using this measure must demonstrate how the project benefits the school students in the project area.

Other

- The Median Household Income (Table ID B19013) is less than 80% of the statewide median based on the most current Census Tract (ID 140) level data from the 2010-2014 American Community Survey (ACS) (<\$49,191). Communities with a population less than 15,000 may use data at the Census Block Group (ID 150) level. Unincorporated communities may use data at the Census Place (ID 160) level. Data is available at: <http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml> (Must attach copy of FactFinder ACS page for each census tract listed).

Census Tract/Block Group/Place #	Population	MHI	Percent of project within Census Tract/Block Group/Place #

Median household income by census tract for the community(ies) benefited by the project: \$ _____ no change in this calculation

Insert attachment box for the FactFinder page(s)

- An area identified as among the most disadvantaged 25% in the state according to the CalEPA and based on the California Communities Environmental Health Screening Tool 2.0 (CalEnviroScreen 2.0) scores (score must be greater than or equal to 36.62). This list can be found at the following link under SB 535 List of Disadvantaged Communities: <http://www.calepa.ca.gov/EnvJustice/GHGInvest/> (Must attach copy of CalEnviroScreen 2.0 page for each

census tract listed).

Census Tract/Block Group/Place #	Population	CalEnviroScreen Score %	Percent of project within Census Tract/Block Group/Place #

California Communities Environmental Health Screening Tool 2.0 (CalEnviroScreen) score for the community benefited by the project. \$ _____ no change in this calculation

Insert attachment box for CalEnviroScreen page(s)

- At least 75% of public school students in the project area are eligible to receive free or reduced-price meals under the National School Lunch Program. Data is available at:

<http://www.cde.ca.gov/ds/sd/sd/filespp.asp> (auto filled from Part A).

Applicants using this measure must demonstrate how the project benefits the school students in the project area. Project must be located within two miles of the school(s) represented by this criteria.

School Name	School Enrollment	% of Students Eligible for FRPM

Percentage of students eligible for the Free or Reduced Price Meals Programs: _____

- Other:
 - Projects located within Federally Recognized Tribal Lands (typically within the boundaries of a Reservation or Rancheria). Y/N?
 - If a project applicant believes a project benefits a disadvantaged community but the project does not meet the aforementioned criteria due to a lack of accurate Census data or CalEnviroScreen data that represents a small neighborhood or unincorporated area, the applicant must submit for consideration a quantitative assessment to demonstrate that the community's median household income is at or below 80% of that state median household income.

- Regional definitions of disadvantaged communities as adopted in a Regional Transportation Plan (RTP) by an MPO or RTPA per obligations with Title VI of the Federal Civil Rights Act of 1964, such as "environmental justice communities" or "communities of concern," may be used in lieu of the options identified above. Applicant must provide section of the RTP referenced.

C. Direct Benefit and Project Location (0- 5 points)

- a. Explain how the project/program/plan closes a gap, provides connections to, or addresses a deficiency in an active transportation network or meets an important community need.
- b. Explain how the disadvantaged community residents will have physical access to the project/program/plan.
- c. Illustrate how the project was requested or supported by the disadvantaged community residents.
- d. What percentage of your project falls within a disadvantaged community? _____
Or
How far is the project from the disadvantaged community? _____

D. Severity (0- 5 points)

- a. Auto calculated

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QUESTION #2

POTENTIAL FOR INCREASED WALKING AND BICYCLING, ESPECIALLY AMONG STUDENTS, INCLUDING THE IDENTIFICATION OF WALKING AND BICYCLING ROUTES TO AND FROM SCHOOLS, TRANSIT FACILITIES, COMMUNITY CENTERS, EMPLOYMENT CENTERS, AND OTHER DESTINATIONS; AND INCLUDING INCREASING AND IMPROVING CONNECTIVITY AND MOBILITY OF NON-MOTORIZED USERS. (0-35 POINTS)

Please provide the following information: (This must be completed to be considered for funding for infrastructure projects)

# of users	Pedestrian	Bicycle	Date of counts	Mark here if N/A to project
Current				
Projected (1 year after completion)				

Document the methodologies used to establish the current count data.

A. Describe the specific active transportation need that the proposed project/plan/program will address. (0-15 points)

B. Describe how the proposed project/plan/program will address the active transportation need: (0-15 points)

1. Close a gap? (y/n) _____ No. of gaps _____ Total length of gap(s) (feet) _____

Gap closure=Construction of a missing segment of an existing facility in order to make that facility continuous.

- a. **Must provide a map of each gap closure identifying gap and connections.**
- b. **Describe how the project links or connects, or encourages use of existing routes to transportation-related and community identified destinations where an increase in active transportation modes can be realized, including but not limited to: schools, school facilities, transit facilities, community, social service or medical centers, employment centers, high density or affordable housing, regional, State or national trail system, recreational and visitor destinations or other community identified destinations. Specific destination must be identified.**

2. Create a new route? (y/n) _____

New route=Construction of a new facility that did not previously exist for non – motorized users that provides a course or way to get from one place to another

- a. **Must provide a map of the new route location.**
- b. **Describe the existing route(s) that currently connect the affected transportation related and community identified destinations and why the route(s) are not adequate.**
- c. **Describe how the project links or connects, or encourages use of existing routes to transportation-related and community identified destinations where an increase in active transportation modes can be realized, including but not limited to: schools, school facilities, transit facilities, community, social service or medical centers, employment centers, high density or affordable housing, regional, State or national trail system, recreational and**

visitor destinations or other community identified destinations. Specific destination must be identified.

3. Remove a barrier to mobility (y/n) ____

Barrier=An obstacle that impedes the user from safely or directly accessing destinations

a. Type of barrier

- i. RR Tracks ____**
- ii. Freeway ____**
- iii. Waterway ____**
- iv. Safety ____**
- v. Other (Explain) ____**

b. Must provide a map identifying the barrier location and improvement.

c. Describe the existing negative effects of barrier to be removed and how the project addresses the existing barrier.

d. Describe how the project links or connects, or encourages use of existing routes to transportation-related and community identified destinations where an increase in active transportation modes can be realized, including but not limited to: schools, school facilities, transit facilities, community, social service or medical centers, employment centers, high density or affordable housing, regional, State or national trail system, recreational and visitor destinations or other community identified destinations. Specific destination must be identified. A map must be provided.

4. Other improvement to routes? (y/n) ____

a. Must provide a map of the new improvement location.

b. Explain the improvement.

c. Describe how the project links or connects, or encourages use of existing routes to transportation-related and community identified destinations where an increase in active transportation modes can be realized, including but not limited to: schools, school facilities, transit facilities, community, social service or medical centers, employment centers, high density or affordable housing, regional, State or national trail system, recreational and visitor destinations or other community identified destinations. Specific destination must be identified. A map must be provided.

5. Plan for increasing biking and walking in the community

a. Describe how the plan will address links or connections, or encourage the use of existing/new routes to transportation-related and community identified destinations where an increase in active transportation modes can be realized, including but not limited to: schools, school facilities, transit facilities, community, social service or medical centers, employment centers, high density or affordable housing, regional, State or national trail system, recreational and visitor destinations or other community identified destinations.

b. Describe how the plan will result in implementable projects and programs in the future.

c. A description of steps necessary to implement the plan and the reporting process that will be used to keep the adopting agency and community informed of the progress being made in implementing the plan.

6. Encourages and/or educates with the goal of increasing walking or biking in the community? (y/n) ____

-
- a. Describe how the program encourages walking or biking to transportation-related and community identified destinations where an increase in active transportation modes can be realized, including but not limited to: schools, school facilities, transit facilities, community, social service or medical centers, employment centers, high density or affordable housing, regional, State or national trail system, recreational and visitor destinations or other community identified destinations.
- A. Referencing the answers to A and B above, describe why the proposed project represents one of the implementing agency's and community's highest unfunded non-motorized active transportation priorities. (5 points max.)

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Part B: Narrative Questions

Detailed Instructions for: Question #3

QUESTION #3

POTENTIAL FOR REDUCING THE NUMBER AND/OR RATE OR THE RISK OF PEDESTRIAN AND BICYCLIST FATALITIES AND INJURIES, INCLUDING THE IDENTIFICATION OF SAFETY HAZARDS FOR PEDESTRIANS AND BICYCLISTS. (0-25 POINTS)

A. Describe the plan/program influence area (area in which the project will mitigate identified safety issues) or project location's history of pedestrian and bicycle collisions resulting in fatalities and injuries to non-motorized users that the project directly mitigates and the source(s) of data used (e.g. collision reports, community observation, surveys, audits). (10 points max.)

- a. The following reported crashes must have all occurred within the project's influence area from the most recent 5 years of available data (only crashes that the project has a chance to mitigate):

<i># of Crashes</i>	<i>Pedestrian</i>	<i>Bicycle</i>	<i>Total</i>
<i>Fatalities</i>			
<i>Injuries</i>			
<i>Total</i>			

- b. Applicant can provide bicycle and pedestrian (only) crash rates in addition to the information required above.

- c. Discuss specific accident data and attach a scaled-map which shows that all documented bicycle and pedestrian collisions/incidents (only) are within the area of influence of the proposed plan, program, or project safety improvements. This data and map should demonstrate how the data illustrates a non-motorized (not vehicular) safety issue.

Attach document here:

- d. Attach a SWITRS or equivalent (i.e. UC Berkeley's TIMS tool) listing of all bicycle and pedestrian crashes (only) shown in the map above and in this application.

Attach document here:

*Applications that do not have the crash data above OR that prefer to provide additional crash data and/or safety data in a different format can provide this data below. Applicants may describe qualitative safety barriers that deter people from walking/biking if their community lacks quantitative safety data and how the project would address the community's safety concerns. The corresponding methodology used must also be included.

B. Safety Countermeasures (15 points max.)

Describe how the project/program/plan will remedy (one or more) potential safety hazards that contribute to pedestrian and/or bicyclist injuries or fatalities (only); Countermeasures must directly address the underlying factors that are contributing to the occurrence of pedestrian and/or bicyclist collisions.

- **Reduces speed or volume of motor vehicles in the proximity of non-motorized users. (y/n) ____**
 - Current speed and/or volume
 - Anticipated speed and/or volume after project completion
- **Improves sight distance and visibility between motorized and non-motorized users. (y/n) ____**
 - Current sight distance and/or visibility issue
 - Anticipated sight distance and/or visibility issue resolution
- **Eliminates potential conflict points between motorized and non-motorized users, including creating physical separation between motorized and non-motorized users. (y/n) ____**
 - Current conflict point description
 - Improvement that addresses conflict point
- **Improves compliance with local traffic laws for both motorized and non-motorized users. (y/n) ____**
 - Which laws
 - Speeding
 - J-walking
 - Wrong way travel of non-motorized user
 - Failure to yield
 - How will the project improve compliance
- **Addresses inadequate vehicular traffic control devices. (y/n) ____**
 - List traffic controls that are inadequate
 - How are they inadequate
 - How does the project address the inadequacies
- **Addresses inadequate or unsafe bicycle facilities, trails, crosswalks and/or sidewalks. (y/n) ____**
 - List bicycle facilities, trails, crosswalks and/or sidewalks that are inadequate
 - How are they inadequate
 - How does the project address the inadequacies
- **Eliminates or reduces behaviors that lead to collisions involving non-motorized users. (y/n) ____**
 - List of behaviors
 - How the project will eliminate or reduce these behaviors

Attach a map to show how these hazards relate to the crashes documented in sub-questions "A". The map from sub-question "A" can be used or a new map can be created.

For plans, describe how the plan will identify and plan to address hazards identified in the plan area, including the potential for mitigating safety hazards as a prioritization criterion, and/or including countermeasures that address safety hazards.

For non-infrastructure projects, describe how the program educates bicyclists, pedestrians, and/or drivers about safety hazards for pedestrians and bicyclists. Describe how the program encourages this safe behavior. If available, include documentation of effectiveness of similar programs in encouraging safe behavior.

Include, if applicable, a map identifying safety hazards and/or photos of safety hazards.

Programs should address safety hazards that have been identified through police reports, collision history, field observations, and/or other verifiable source.

Part B: Narrative Questions Detailed Instructions for: Question #4

QUESTION #4

PUBLIC PARTICIPATION and PLANNING (0-10 POINTS)

Describe the community based public participation process that culminated in the project/program proposal or will be utilized as part of the development of a plan.

- A. What is/was the process of defining future policies, goals, investments and designs to prepare for future needs of users of this project? How did the applicant analyze the wide range of alternatives and impacts on the transportation system to influence beneficial outcomes? (3 points max)

- B. Who: Describe who was/will be engaged in the identification and development of this project/program/plan (for plans: who will be engaged) and how they were/will be engaged. Describe and provide documentation of the type, extent, and duration of outreach and engagement conducted to relevant stakeholders. (3 points max)

- C. What: Describe the feedback received during the stakeholder engagement process and describe how the public participation and planning process has improved the project's overall effectiveness at meeting the purpose and goals of the ATP. (3 points max)

- D. Describe how stakeholders will continue to be engaged in the implementation of the project/program/plan. (1 points max)

Part B: Narrative Questions

Detailed Instructions for: Question #5

QUESTION #5

IMPROVED PUBLIC HEALTH (0-10 points)

- **NOTE: Applicants applying for the disadvantaged community set aside must respond to the below questions with health data specific to the disadvantaged communities. All applicants must cite information specific to project location and targeted users. Failure to do so will result in lost points.**

A. Describe the health status of the targeted users of the project/program/plan. Describe how you considered health benefits when developing this project or program (for plans: how will you consider health throughout the plan). (5 points max)

B. Describe how you expect your project/proposal/plan to promote healthy communities and provide outreach to the targeted users. (5 points max.)

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Part B: Narrative Questions

Detailed Instructions for: Question #6

QUESTION #6

COST EFFECTIVENESS (0-5 POINTS)

A project's cost effectiveness is considered to be the relative costs of the project in comparison to the project's benefits as defined by the purpose and goals of the ATP. This includes the consideration of the safety and mobility benefit in relation to both the total project cost and the funds provided.

Explain why the project is considered to have the highest Benefit to Cost Ratio (B/C) with respect to the ATP purpose and goals of "increased use of active modes of transportation". (5 points max.)

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Part B: Narrative Questions

Detailed Instructions for: Question #7

QUESTION #7

LEVERAGING OF NON-ATP FUNDS (0-5 POINTS)

A. The application funding plan will show all federal, state and local funding for the project: (5 points max.)

Based on the project funding information provided earlier in the application, the following Leveraging and Matching amounts are designated for this project. If these numbers do not match the applicant's expectations, the numbers shown earlier need to be revised.

PA&ED Phase Project Delivery Costs:

Leveraging Funding: <u>\$0.00</u>	Designate the Funding Type: <input type="text"/>
Match Funding: <u>\$0.00</u>	Designate the Funding Type: <input type="text"/>

PS&E Phase Project Delivery Costs:

Leveraging Funding: <u>\$0.00</u>	Designate the Funding Type: <input type="text"/>
Match Funding: <u>\$0.00</u>	Designate the Funding Type: <input type="text"/>

Right of Way Phase Project Delivery Costs:

Leveraging Funding: <u>\$0.00</u>	Designate the Funding Type: <input type="text"/>
Match Funding: <u>\$0.00</u>	Designate the Funding Type: <input type="text"/>

Construction Phase Project Delivery Costs:

Leveraging Funding: <u>\$0.00</u>	Designate the Funding Type: <input type="text"/>
Match Funding: <u>\$0.00</u>	Designate the Funding Type: <input type="text"/>

NON-INFRASTRUCTURE (NI) AND "PLAN" PROJECTS:

Leveraging Funding: <u>\$0.00</u>	Designate the Funding Type: <input type="text"/>
Match Funding: <u>\$0.00</u>	Designate the Funding Type: <input type="text"/>

OVERALL TOTALS FOR PROJECT/APPLICATION:

Total Project Costs: <u>\$0.00</u>	
Leveraging Funding: <u>\$0.00</u>	% of Total Project Cost: <input type="text"/>
Match Funding: <u>\$0.00</u>	% of Total Project Cost: <input type="text"/>

* Non-ATP funding can only be considered "Leveraging" funding if it goes toward ATP eligible costs.
 ** The portion of the Leveraging funding that can be used as the local match if Federal ATP funding is programmed.

Total Points received for "leveraging funding":

Optional: If desired, clarifications can be added to explain the leveraging funding and its intended use on the ATP project.
 (Max of 200 Words)

Words Remaining:

Leveraging Funds

Non-matching funds - funds already expended by the applicant or funds programmed for use on elements within the requested ATP project.

Matching Funds - non-federal funds not yet expended, provided by the applicant after award of an ATP project within in a specific project phase.

Part B: Narrative Questions

Detailed Instructions for: Question #8

QUESTION #8 See the previously submitted e-mail

USE OF CALIFORNIA CONSERVATION CORPS (CCC), A CERTIFIED COMMUNITY CONSERVATION CORPS OR TRIBAL CORPS (0 or -5 points)

*Tribes coordinating with a Tribal corps, do not have to coordinate with the CCC or certified community conservation corps.

Applicant has not coordinated with both corps (-5 points)

Applicant has not coordinated with Tribal corps (if applicable) (-5 points)

Step 1: Is this an application requesting funds for a Plan (Bike, Pedestrian, SRTS, or ATP Plan)?
 Yes (If this application is for a Plan, there is no need to submit information to the corps and there will be no penalty to applicant: 0 points)
 No (If this application is NOT for a Plan, proceed to Step #2)

Step 2: The applicant must submit the following information via email concurrently to **both** the CCC **AND** certified community conservation corps or Tribal corps (if applicable) prior to application submittal to Caltrans. The CCC and certified community conservation corps will respond within five (5) business days from receipt of the information.

- Project Title
- Project Description
- Detailed Estimate
- Project Schedule
- Project Map
- Preliminary Plan

California Conservation Corps representative:

Name: Wei Hsieh

Email: atp@ccc.ca.gov

Phone: (916) 341-3154

Community Conservation Corps representative:

Name: Danielle Lynch

Email: inquiry@atpcommunitycorps.org

Phone: (916) 426-9170

The applicant must also attach any email correspondence from the CCC and certified community conservation corps or Tribal corps (if applicable) to the application verifying communication/participation. Failure to attach both of their email responses will result in a loss of 5 points.

Attach email response and any attachment from CCC:

Attach email response and any attachment from certified community conservation corps:

Step 3: The applicant has coordinated with Wei Hsieh with the CCC **AND** Danielle Lynch with the certified community conservation corps and determined the following (check appropriate box):
 Applicant intends to utilize the CCC or a certified community conservation corps or Tribal corps (if applicable) on the following items listed below (0 points).

No corps can participate in the project (0 points)

By the time the application was submitted, the applicant had not received a response from any corps. Please indicate all that apply (0 points)
Applicant has contacted a corps but intends not to use a corps on a project in which a corps has indicated it can participate (-5 points)

Part B: Narrative Questions

Detailed Instructions for: Question #9

QUESTION #9

APPLICANT'S PERFORMANCE ON PAST ATP FUNDED PROJECTS. (0 to -5 points)

For Caltrans use only.

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Part C: Application Attachments

Applicants must ensure all data in this part of the application is fully consistent with the other parts of the application. See the Application Instructions and Guidance document for more information and requirements related to Part C.

List of Application Attachments

The following attachment names and order must be maintained for all applications. Depending on the Project Type (I, NI or Plans) some attachments will be intentionally left blank. All non-blank attachments must be identified in hard-copy applications using “tabs” with appropriate letter designations

Application Signature Page Required for all applications	Attachment A
ATP - PROJECT PROGRAMMING REQUEST (ATP-PPR) Required for all applications	Attachment B
Engineer’s Checklist Required for Infrastructure Projects	Attachment C
Project Location Map Required for all applications	Attachment D
Project Map/Plans showing existing and proposed conditions Required for Infrastructure Projects (optional for ‘Non-Infrastructure’ and ‘Plan’ Projects)	Attachment E
Photos of Existing Conditions Required for all applications	Attachment F
Project Estimate Required for Infrastructure Projects	Attachment G
Non-Infrastructure Work Plan (Form 22-R) Required for all Plan projects and projects with Non-Infrastructure Elements	Attachment H
Narrative Questions backup information Required for all applications Label attachments separately with “H-#” based on the # of the Narrative Question	Attachment I
Letters of Support Required or Recommended for all projects (as designated in the instructions)	Attachment J
Additional Attachments Additional attachments may be included. They should be organized in a way that allows application reviews easy identification and review of the information.	Attachment K

2017

**ACTIVE TRANSPORTATION
PROGRAM**

**APPLICATION EVALUATION
SCORING RUBRIC**

Question 1: Disadvantaged communities.

(0 to 10 points)

	Maximum Score	Scoring Breakdown
<p>A. Location and Access: Map of Project Boundaries</p> <p>Provide a scaled map showing the boundaries of the proposed project/program/plan, the geographic boundaries of the disadvantaged community, and disadvantaged community access point(s) and destinations that the project/program/plan is benefiting.</p>	Threshold Screening	Required
<p>B. Identification of disadvantaged communities</p> <p>1) Median household income 80% or less than statewide median (\$49,191)</p> <p>2) Area is in top 25% of overall scores from CalEnviroScreen 2.0 http://www.calepa.ca.gov/EnvJustice/GHGInvest/</p> <p>3) 75% or more public school students eligible for free/reduced priced meals</p> <p>4) Alternative identification – provide additional data and explanation</p>	0	Required
<p>C. Direct Benefit and Project Location</p>	5	
<p>D. Severity</p>	5	

TOTAL SCORE	10	
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Question 2: Potential for increased walking and bicycling, especially among students, including the identification of walking and bicycling routes to and from schools, transit facilities, community centers, employment centers, and other destinations; and including increasing and improving connectivity and mobility of non-motorized users.

(0 to 35 points)

	Maximum Score	Scoring Breakdown
A. Describe the specific active transportation need that the proposed project/plan/program will address.	15	
B. Describe how the proposed project/plan/program will address the active transportation need.	15	
C. Priority of implementing agency (or partner agency)	5	

TOTAL SCORE	35	

Question 3: Potential for reducing the number and/or rate of pedestrian and bicyclist fatalities and injuries, including the identification of safety hazards for pedestrians and bicyclists.

(0 to 25 points)

	Maximum Score	Scoring Breakdown
A. Describe plan/program influence area or project location’s history of pedestrian and bicycle collisions resulting in fatalities and injuries to non-motorized users that the project directly mitigates and the source(s) of data used.	10	
B. Safety Countermeasures. Describe how the project/program/plan will remedy (one or more) potential safety hazards that contribute to pedestrian and/or bicyclist injuries or fatalities (only). Countermeasures must directly address the underlying factors that are contributing to the occurrence of pedestrian and/or bicyclist collisions.	15	
TOTAL SCORE	25	

Question 4: Public Participation and Planning. Describe the community based public participation process that culminated in the project/program proposal or will be utilized as part of the development of a plan.

(0 to 10 points)

	Maximum Score	Scoring Breakdown
<p>A. What: Describe the process for defining future policies, goals, investments and designs to prepare for future needs of users of this project? How did the applicant analyze the wide range of alternatives and impacts on the transportation system to influence beneficial outcomes?</p>	3	
<p>B. Who: Describe who was/will be engaged in the identification and development of this project/program/plan (for plans: who will be engaged) and how they were/will be engaged. Describe and provide documentation of the type, extent, and duration of outreach and engagement conducted to relevant stakeholders.</p> <p>Number and types of meetings or events How meetings or events noticed to the stakeholders Were meetings or events accessible: Different times of day, Public transportation, Child friendly, Other languages, etc. Were stakeholders part of a decision-making body Attached outreach documents if applicable</p>	3	
<p>C. What: Describe the feedback received during the stakeholder engagement process and describe how the public participation and planning process has improved the project's overall effectiveness at meeting the purpose and goals of the ATP.</p> <p>New alternatives or major revisions offered by stakeholders How conflicts between stakeholders were resolved How project was modified, if applicable How priorities were identified and addressed in proposed project</p>	3	
<p>D. Describe how stakeholders will continue to be engaged in the implementation of the project/program/plan.</p>	1	
TOTAL SCORE	10	

Question 5: Improved public health. (0 to 10 points)

	Maximum Score	Scoring Breakdown
A. Describe the health status of the targeted users of the project/program/plan. Describe how you considered health benefits when developing this project or program (for plans: how will you consider health throughout the plan).	5	
B. Describe how you expect your project/program/plan to promote healthy communities and provide outreach to the targeted users.	5	
TOTAL SCORE	10	

Question 6: Cost-effectiveness.

(0 to 5 points)

	Maximum Score	Scoring Breakdown
Explain why the project is considered to have the highest Benefit to Cost Ratio (B/C) with respect to the ATP purpose and goals of “increased use of active modes of transportation.	5	
TOTAL SCORE	5	

Question 7: Leveraging of non-ATP funds.

(0 to 5 points)

	Maximum Score	Scoring Breakdown
<p>Show all direct project funding (federal, state, local)</p> <p>In-kind does not apply Non-ATP funds should be within a reasonable time frame (not more than about 5 years previous to ATP funded component)</p> <p>1% to 11.4% of total project cost in non-ATP funds = 1 point 11.5% to 14.9% of total project cost in non-ATP funds = 2 points 15% to 19.9 % of total project cost in non-ATP funds = 3 points 20% or more of total project cost in non-ATP funds = 4 points</p> <p>Non-ATP funds in component where ATP funds are requested = 1 point</p>	5	
TOTAL SCORE	5	

Date: February 24, 2016
W.I.: 1515
Referred by: PAC

ABSTRACT

Resolution No. 4218

This resolution adopts the Active Transportation Program (ATP) Regional Program Cycle 3 Guidelines and Program of Projects for the San Francisco Bay Area, for submission to the California Transportation Commission (CTC), consistent with the provisions of Senate Bill 99 and Assembly Bill 101.

This resolution includes the following attachments:

- Attachment A – Guidelines: Policies, Procedures and Project Selection Criteria
- Attachment B – Regional Active Transportation Program of Projects

Further discussion of these actions is contained in the Summary Sheet to the MTC Programming and Allocations Committee dated February 10, 2016.

Date: February 24, 2016
W.I.: 1515
Referred by: PAC

RE: Adoption of Regional Active Transportation Program (ATP)
Cycle 3 Guidelines and Program of Projects

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4218

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code Section 66500 *et seq.*; and

WHEREAS, MTC has adopted and periodically revises, pursuant to Government Code Sections 66508 and 65080, a Regional Transportation Plan (RTP); and

WHEREAS, MTC is the designated Metropolitan Planning Organization (MPO) for the nine-county San Francisco Bay Area region and is required to prepare and endorse a Transportation Improvement Program (TIP) which includes federal funds; and

WHEREAS, MTC is the designated recipient for federal funding administered by the Federal Highway Administration (FHWA) assigned to the MPO/Regional Transportation Planning Agency (RTPA) of the San Francisco Bay Area for the programming of projects (regional federal funds); and

WHEREAS, the California State Legislature passed and the Governor signed into law Senate Bill 99 (Chapter 359, Statutes 2013) and Assembly Bill 101 (Chapter 354, Statutes 2013), establishing the Active Transportation Program (ATP); and

WHEREAS, MTC adopts, pursuant to Streets and Highways Code Section 2381(a)(1), an Active Transportation Program of Projects using a competitive process consistent with guidelines adopted by the California Transportation Commission (CTC) pursuant to Streets and Highways Code Section 2382(a), that is submitted to the CTC and the California Department of Transportation (Caltrans); and

WHEREAS, MTC has developed, in cooperation with CTC, Caltrans, operators of publicly owned mass transportation services, congestion management agencies, countywide

transportation planning agencies, and local governments, guidelines to be used in the development of the ATP; and

WHEREAS, a multi-disciplinary advisory group evaluates and recommends candidate ATP projects for MTC inclusion in the Active Transportation Program of Projects; and

WHEREAS, the ATP is subject to public review and comment; now, therefore, be it

RESOLVED, that MTC approves the guidelines to be used in the evaluation of candidate projects for inclusion in the ATP, as set forth in Attachment A of this resolution, and be it further

RESOLVED, that MTC approves the Active Transportation Program of Projects, as set forth in Attachment B of this resolution, and be it further

RESOLVED that the Executive Director or designee can make technical adjustments and other non-substantial revisions; and be it further

RESOLVED, that the Executive Director shall forward a copy of this resolution, and such other information as may be required to the CTC, Caltrans, and to such other agencies as may be appropriate.

METROPOLITAN TRANSPORTATION COMMISSION



Dave Cortese, Chair

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California, on February 24, 2016.

Date: February 24, 2016
W.I.: 1515
Referred by: PAC

Attachment A
Resolution No. 4218
Page 1 of 13

**2017 Regional Active Transportation Program
(ATP)**

Cycle 3

Guidelines

February 24, 2016

**MTC Resolution No. 4218
Attachment A**

**Metropolitan Transportation Commission
Programming and Allocations Section
<http://mtc.ca.gov/our-work/fund-invest>**

**2017 Regional Active Transportation Program (ATP) Cycle 3
Guidelines
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2017 Regional Active Transportation Program Cycle 3 Guidelines

Background

In September 2013, the Governor signed Senate Bill 99 (Chapter 359, Statutes 2013) and Assembly Bill 101 (Chapter 254, Statutes 2013) into law, creating the Active Transportation Program (ATP). The State envisions the ATP to consolidate a number of other funding sources intended to promote active transportation, such as the Bicycle Transportation Account and Transportation Alternatives Program, into a single program.

State and federal law segregate ATP funds into three main components, distributed as follows:

- 50% to the state for a statewide competitive program
- 10% to the small urban and rural area competitive program to be managed by the state
- 40% to the large urbanized area competitive program, with funding distributed by population and managed by the Metropolitan Planning Organization (MPO) – hereinafter referred to as the “Regional Active Transportation Program”

The California Transportation Commission (CTC) developed guidelines for the Cycle 3 ATP, expected to be approved on March 17, 2016. The CTC Guidelines lay out the programming policies, procedures, and project selection criteria for the statewide competitive program, as well as for the small urban/rural and large MPO regional competitive programs. Large MPOs, such as MTC, have the option of developing regional policies, procedures, and project selection criteria that differ from those adopted by CTC, provided the regional guidelines are approved by CTC.

This document serves as MTC’s Cycle 3 Regional ATP Guidelines that substantially follow those of the CTC, but include a number of differences based on the region’s existing policies and priorities. MTC adopted these Guidelines for the MTC Regional Active Transportation Program on February 24, 2016, for final consideration by the CTC in March 2016.

Development Principles

The following principles will frame the development of MTC’s Regional ATP.

- MTC will work with CTC staff, Caltrans, Congestion Management Agencies (CMAs), transit operators, regional Active Transportation Working Group, and interested stakeholders to develop the Regional Active Transportation Program.
- ATP investments must advance the objectives of the Regional Transportation Plan (RTP)/Sustainable Communities Strategy.
- MTC will exceed the State’s 25% minimum programming requirement to projects benefiting disadvantaged communities.
- MTC will continue to work with Caltrans, CMAs, transit operators, and project sponsors to seek efficiencies and streamlining for delivering projects in the federal-aid process.
- MTC will continue to advocate that all project savings and un-programmed balances remain within the ATP program rather than redirected to the State Highway Account, and specifically that savings

and balances in the 40% Large MPO programs remain within the regional programs, consistent with federal guidance on the Transportation Alternative Program (TAP).

CTC Guidelines

The California Transportation Commission (CTC) ATP Guidelines are expected to be adopted on March 17, 2016, and are available at: <http://www.catc.ca.gov/programs/ATP.htm>. The most current CTC Guidelines for the Active Transportation Program, as posted on the CTC website, are incorporated in MTC's Regional ATP Guidelines via this reference. All project sponsors are required to follow both the MTC and CTC ATP Guidelines in the development and implementation of the Regional ATP.

ATP Development Schedule

Development of the ATP will follow the schedule outlined in Appendix A-1 of this guidance.

ATP Regional Shares

Appendix A-2 of this guidance provides the MTC regional shares for Cycle 3 of ATP funding (FY 2019-20 and FY 2020-21), consistent with the ATP Fund Estimate expected to be approved by the CTC on March 17, 2016. Appendix A-2 also includes the State's 25% minimum programming requirement to projects benefiting disadvantaged communities.

Public Involvement Process

In developing the ATP, MTC is committed to a broad, inclusive public involvement process consistent with MTC's Public Participation Plan, available at <http://mtc.ca.gov/about-mtc/public-participation/public-participation-plan>.

ATP Projects in the Transportation Improvement Program (TIP)

Consistent with state and federal requirements, ATP funded projects must be programmed in the TIP prior to seeking a CTC allocation. Selected projects must complete and submit a Fund Management System (FMS) application by May 1, 2017 in order to be included in the TIP. In addition, MTC requires that a federal Request for Authorization (RFA) be submitted simultaneously with the ATP allocation request to Caltrans and CTC when the ATP project includes federal funds. Unless a state-only funding exception is granted, ATP funds will contain federal funds. Therefore, projects must receive a CTC allocation and a federal authorization to proceed prior to the expenditure of eligible costs or advertisement of contract award.

Deviations from Statewide Policies

Below are MTC-region specific policies as they apply to the Regional Active Transportation Program. These policies differ from CTC's Guidelines.

1. Application Process and Additional Regional Screening/Evaluation Criteria

MTC elects to hold a separate call for projects for the Regional Active Transportation Program, and has additional evaluation and screening criteria. Further information on these changes, as well as instructions on the application process are detailed later in this guidance.

Project sponsors may apply for either the State ATP program or Regional ATP program, or both. Sponsors applying to the State ATP program or to both the state and regional programs must submit a copy of their state application to MTC. In order to be considered for the regional program, including consideration if unsuccessful in the statewide program, applicants must meet all regional requirements and submit a regional application by the application deadline.

2. Definition, Evaluation, and Funding Minimum for Disadvantaged Communities

Definition

The MTC region has already adopted a measure to define Disadvantaged Communities (DACs) known as “Communities of Concern”. MTC updated the Communities of Concern (COCs) definition in January 2016 as a part of the *Plan Bay Area 2040* Equity Framework. For the purposes of meeting the State’s 25% DAC minimum requirement in the Regional ATP, MTC elects to use MTC’s COC definition.

MTC’s Communities of Concern are defined as those census tracts that have concentration of both minority and low-income households, or that have a concentration of 3 or more of the remaining 6 factors below (#3 to #8), but only if they also have a concentration of low-income households. The concentration thresholds for these factors are described below.

Disadvantage Factor	% of Regional Population	Concentration Threshold
1. Minority Population	58%	70%
2. Low Income (<200% of Poverty) Population	25%	30%
3. Limited English Proficiency Population	9%	20%
4. Zero-Vehicle Households	10%	10%
5. Seniors 75 Years and Over	6%	10%
6. People with Disability	9%	25%
7. Single-Parent Families	14%	20%
8. Severely Rent-Burdened Households	11%	15%

Based on this definition, 22% of the region’s population is located in Communities of Concern. MTC’s Communities of Concern definition of Disadvantaged Communities meets the State’s legislative intent, and has already been in use in the MTC region for planning and programming purposes.

Additional discussion of the Communities of Concern definition and methodology are included in the *Plan Bay Area* Equity Analysis Report and associated Appendix, available online at: http://onebayarea.org/pdf/final_supplemental_reports/FINAL_PBA_Equity_Analysis_Report.pdf and http://onebayarea.org/pdf/final_supplemental_reports/FINAL_PBA_Equity_Analysis_Report-Appendices.pdf. Information regarding the 2016 update is available online at:

<https://mtc.legistar.com/View.ashx?M=F&ID=4216456&GUID=42E0CBF3-9490-4A6D-A6A6-B04003451057>. The last link also includes a static map of the COC locations. An interactive online map is not yet available; however, a list of census tracts is available upon request from MTC staff.

Community-Based Transportation Plans (CBTPs)

The Community-Based Transportation Planning Program is a collaborative planning process that involves residents in low-income Bay Area communities, community- and faith-based organizations that serve them, transit operators, county congestion management agencies (CMAs), and MTC. Each plan includes locally identified transportation needs, as well as solutions to address them. Each plan reflects the objectives of the program, which are to:

- emphasize community participation in prioritizing transportation needs and identifying potential solutions;
- foster collaboration between local residents, community-based organizations, transit operators, CMAs and MTC; and
- build community capacity by involving community-based organizations in the planning process.

Project findings are forwarded to applicable local or county-level policy boards, as well as to MTC, for consideration in planning, funding and implementation discussions.

MTC elects to change the statewide application's scoring point value for Disadvantaged Communities, assigning the value to 60% of the statewide scoring value. The remaining 40% of the statewide scoring value will be awarded for projects identified in an approved Community-Based Transportation Plan (CBTP). Proof of CBTP consistency will be provided by the applicant in the supplemental regional application.

3. Establish a Target for Project Funding Requests \$1 million and Under

MTC elects to establish a target of 20% of rATP funds for project requests of \$1 million and under. The goal of the target is to encourage smaller project applications throughout the region. If the 20% target is not met based on score order, projects requesting \$1 million and under which score five or fewer points under the lowest scoring funded project may be added to the Program in order to meet the target.

Project requests over \$1 million must meet federal requirements and receive federal funds, while project requests \$1 million and will be prioritized for state-only funding. Exceptions may be granted on a case-by-case basis, subject to the federal/state funding availability identified in Appendix A-2.

4. Match Requirement

The CTC Guidelines do not require a match for Statewide ATP projects. The CTC Guidelines allow MPOs to define different match requirements for the Regional ATP.

Differing from CTC Guidelines, MTC elects to impose a local match requirement for the regional ATP of 11.47%, with match waivers for projects benefiting a Community of Concern, stand-alone non-infrastructure projects, and safe routes to schools projects. As an added provision, a project sponsor may request the local match requirement be waived for the construction phase of an infrastructure project if the pre-construction phases are entirely funded using non-federal and non-ATP funds. This provision minimizes the number of federalized phases requiring an E-76 through Caltrans Local Assistance.

5. Contingency Project List

MTC will adopt a list of projects for programming the Regional ATP that is financially constrained against the amount of ATP funding available (as identified in the approved ATP Fund Estimate). In addition, MTC will include a list of contingency projects, ranked in priority order based on the project's evaluation score. MTC intends to fund projects on the contingency list should there be any project failures or savings in the Cycle 3 Regional ATP. This will ensure that the Regional ATP will fully use all ATP funds, and that no ATP funds are lost to the region. The contingency list is valid until the adoption of the next ATP Cycle.

Application Process

Project Application

Upon CTC concurrence of MTC's Regional ATP Guidelines, MTC will issue a call for projects for the Regional Active Transportation Program. Project sponsors must complete an application for each project proposed for funding in the ATP, consisting of the items included in Appendix A-3 of this guidance. Project sponsors must use the Project Programming Request (PPR) forms provided by Caltrans for all projects. The PPR must be submitted electronically in Microsoft Excel format for upload into the regional and statewide databases. All application materials, in the form of 3 hard copies and 1 electronic copy (via CD/DVD, portable hard drive, or USB thumb drive) must be physically received by MTC or postmarked no later than June 15, 2016 in order to be considered.

Additional Project Screening Criteria, Including Readiness

In addition to the CTC Guidelines, all projects included in the ATP must meet the following screening criteria.

- A. Prohibition of Multiple Phases in Same Year.** Project sponsors must provide sufficient time between the scheduled allocation of environmental funds and the start of design, right of way or construction. Therefore, projects may not have more than one phase programmed per fiscal year, except for design and right of way, which may be programmed in the same fiscal year. Exceptions may be made on a case-by-case basis.

- B. Deliverability.** Project sponsors must demonstrate they can meet the delivery timeframe of the Active Transportation Program. Projects that can be delivered (receive a CTC allocation and federal authorization to proceed for federal funds) earlier, shall receive priority for funding over other projects. As specified in MTC's Regional Project Delivery Policy (MTC Resolution No. 3606,

Revised), sponsors must submit the CTC allocation and obligation paperwork to Caltrans/CTC by November 1 of the programmed fiscal year, and receive the federal authorization to proceed (E-76 / federal obligation) by January 31 of the programmed fiscal year. There are no extensions to these regional delivery deadlines.

Additional Project Evaluation Criteria

MTC will use the CTC project evaluation criteria as set forth in the CTC Guidelines, with additional criteria for the Regional Active Transportation Program. The additional criteria are:

- **Consistency with Regional Priorities and Planning Efforts. (0 to 5 points)**
Applicants shall describe the project's consistency with previously-approved regional priorities, and how the project supports *Plan Bay Area*. Points will be awarded for the degree of the proposed project's consistency with regional priorities, such as:
 - Consistency with *Plan Bay Area's* Healthy and Safe goals of reduction of particulate matter, collision reduction and encouragement of active transport
 - Consistency with MTC's Safe Routes to School Program
 - Bay Trail build-out
 - Regional Bike Network build-out
 - Gap closures in the Regional Bike Network
 - Multi-jurisdictional projects
- **Completion of Approved Environmental Document. (0 or 3 points)**
While the Active Transportation Program may fund pre-construction phases of projects, including the environmental document phase, the region prefers projects which are environmentally cleared in order to promote certainty in project delivery and project scope. Applicants that provide evidence of an approved environmental document consistent with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) will receive additional points. If requesting state-only funding, only CEQA documentation is required. Evidence may be provided by the following methods:
 - Photocopy of the approved environmental document cover and executive summary;
 - Link to the approved environmental document available online;
 - Full soft copy of the environmental document provided on the electronic copy of the application (CD/DVD/USB drive);
 - Documentation from Caltrans regarding environmental approval; and/or
 - Other Council/Board action, such as resolutions and/or Planning Department approval of environmental document.

This provision does not apply to planning activities or stand-alone non-infrastructure projects, which receive the full points to this criterion regardless of environmental status at the time of application. These projects must still follow any applicable CEQA or NEPA requirements to receive ATP funding.
- **Consistency with OBAG Complete Streets Policy. (0 or 2 points)**
Complete Streets are an essential part of promoting active transportation. To that end, additional points will be awarded to ATP project sponsors that supply documentation that

the jurisdiction(s) in which the project is located meets the One Bay Area Grant (OBAG) Complete Streets Policy by June 1, 2016. The policy may be met by the jurisdiction either having updated the General Plan after January 1, 2010 to be consistent with the Complete Streets Act of 2008, or adopting a complete streets policy resolution incorporating MTC's complete streets requirements. For further information regarding MTC's One Bay Area Grant (OBAG) Complete Streets Policy, refer to the OBAG 2 website at: <http://mtc.ca.gov/our-work/fund-invest/federal-funding/obag-2>.

A sample complete streets policy resolution is available at:

http://mtc.ca.gov/sites/default/files/OBAG_2_Reso_Guidance_Final.pdf.

- **Countywide Plans/Goals Consistency Determination. (0 or -2 points)**
Following the application due date, MTC will share the received applications with the County Congestion Management Agencies (CMAs) or Countywide Transportation Planning Agency (collectively referred to as "CMAs"). The CMAs will review the applications for consistency with adopted countywide transportation plans, active transportation plans, and/or other countywide goals, as applicable. The CMAs will provide MTC a list of projects determined to be inconsistent with countywide plans and/or goals no later than October 1, 2016. Inconsistent projects will receive a 2 point penalty; consistent projects will be held harmless.
- **Deliverability Determination. (0 or -5 points)**
The regional program evaluation committee, in consultation with MTC staff, will review each application's project delivery schedule for ability to meet regional deadlines as described in MTC Resolution No. 3606, Revised. Projects that are deemed unable to allocate ATP funds within the two programming years of Cycle 3 (FY 2019-20 and 2020-21) shall receive a 5 point penalty. Projects that are deemed able to allocate within the two programming years of Cycle 3 will be held harmless.

Additional Regional Policies

Title VI Compliance

Investments made in the ATP must be consistent with federal Title VI requirements. Title VI prohibits discrimination on the basis of race, color, disability, and national origin in programs and activities receiving federal financial assistance.

MTC Resolution No. 3606 Compliance – Regional Project Delivery Policy

The CTC ATP Guidelines establish timely use of funds and project delivery requirements for ATP projects. Missing critical milestones could result in deletion of the project from the ATP, and a permanent loss of funds to the region. Therefore, these timely use of funds deadlines must be considered in programming the various project phases in the ATP. While the CTC Guidelines provide some flexibility with respect to these deadlines by allowing for deadline extensions under certain circumstances, the CTC is very clear that deadline extensions will be the exception rather than the rule. MTC Resolution No. 3606 details the Regional Project Delivery Policy for regional discretionary funding, which may be more restrictive than the State's delivery policy. All projects in the regional ATP are subject to the Regional Project Delivery Policy (MTC Resolution 3606), including the

adoption of a Resolution of Local Support for selected projects by April 1, 2017. For additional information, refer to <http://mtc.ca.gov/our-work/fund-invest/federal-funding/project-delivery>.

MTC Resolution No. 3765 Compliance – Complete Streets Checklist

MTC's Resolution No. 3765 requires project sponsors to complete a checklist that considers the needs of bicycles and pedestrians for applicable projects. The Complete Streets Checklist (also known as "Routine Accommodations Checklist") is available through MTC's website online at

<http://mtc.ca.gov/our-work/plans-projects/bicycle-pedestrian-planning/complete-streets>.

Furthermore, it is encouraged that all bicycle projects programmed in the ATP support the Regional Bicycle Network and county-wide bicycle plans. Guidance on considering bicycle transportation can be found in MTC's 2009 Regional Bicycle Plan (a component of Transportation 2035) and Caltrans Deputy Directive 64. MTC's Regional Bicycle Plan, containing federal, state and regional polices for accommodating bicycles and non-motorized travel, is available on MTC's Web site at:

<http://mtc.ca.gov/our-work/plans-projects/bicycle-pedestrian-planning>.

**METROPOLITAN TRANSPORTATION COMMISSION (MTC)
2017 Regional Active Transportation Program (ATP) Cycle 3
Appendix A-1: ATP Development Schedule (Subject to Change)
February 24, 2016**

January 2016	CTC releases draft ATP Guidelines
January-February 2016	Draft Regional ATP Guidelines presented to Working Groups
February 10, 2016	MTC Programming and Allocations Committee (PAC) scheduled review and recommendation of final proposed Regional ATP Guidelines
February 24, 2016	MTC Commission scheduled adoption of Regional ATP Guidelines MTC submits adopted Regional ATP Guidelines to CTC for consideration
March 17, 2016	CTC scheduled adoption of State ATP Guidelines CTC scheduled approval of MTC's Regional ATP Guidelines
March 30, 2016	CTC scheduled release of ATP Call for Projects for Statewide Competitive Program MTC scheduled release of ATP Call for Projects for Regional Program
June 15, 2016	State ATP Applications Due to CTC (Statewide Program) Regional ATP Applications Due to MTC (Regional Program)
October 28, 2016	CTC releases staff recommendation for ATP Statewide Competitive Program
December 7, 2016	MTC releases staff recommendation for ATP Regional Program
December 2016	Working Group discussions of staff recommendations
December 8, 2015	ATP Statewide Program Adoption: CTC scheduled to adopt statewide program and transmit unsuccessful projects to the Regions for consideration
December 14, 2016	MTC Programming and Allocation Committee (PAC) scheduled review and recommendation of final ATP Regional Program
December 21, 2016	ATP Regional Program Adoption: MTC Commission scheduled approval of ATP regional program and transmittal to CTC for consideration
March 2017	CTC Approval of ATP Regional Program: CTC scheduled to approve Regional Program
April 1, 2017	TIP Amendment Deadline: Successful ATP project sponsors to submit 2015 TIP Amendment, including Resolution of Local Support
May 24, 2017	MTC Commission scheduled to approve TIP Amendment to add ATP projects into federal TIP
June 30, 2017	TIP Approval: FHWA/FTA anticipated approval of ATP projects in federal TIP
November 1, 2019	Allocation/Obligation Submittal Deadline for Regional ATP projects programmed in FY 2019-20
January 31, 2020	Allocation/Obligation Deadline for Regional ATP projects programmed in FY 2019-20
November 1, 2020	Allocation/Obligation Submittal Deadline for Regional ATP projects programmed in FY 2020-21
January 31, 2021	Allocation/Obligation Deadline for Regional ATP projects programmed in FY 2020-21

Shaded Area – Actions by State, CTC or Caltrans

**Metropolitan Transportation Commission (MTC)
 2017 Regional Active Transportation Program (ATP) Cycle 3**

**Appendix A-2: MTC ATP Regional Share Targets
 FY 2019-20 and FY 2020-21
 February 2016**

ATP Regional Share

All numbers in thousands

Fund Source	FY 2019-20	FY 2020-21	Total
Federal TAP	\$5,252	\$5,252	\$10,504
Federal Other	\$1,915	\$1,915	\$3,830
State	\$2,908	\$2,908	\$5,816
Total ATP Regional Share	\$10,075	\$10,075	\$20,150

State's 25% Disadvantaged Communities Minimum Requirement

Classification	FY 2019-20	FY 2020-21	Total
25% - Benefiting Disadvantaged Communities	\$2,519	\$2,519	\$5,038
75% - Anywhere in the Region	\$7,556	\$7,556	\$15,112
Total ATP Regional Share	\$10,075	\$10,075	\$20,150

METROPOLITAN TRANSPORTATION COMMISSION (MTC)
2017 Regional Active Transportation Program (ATP) Cycle 3

Appendix A-3: Regional ATP Project Application

Project sponsors must submit a completed project application for each project proposed for funding in the Regional Active Transportation Program. The application consists of the following parts and are available on the Internet (as applicable) at: <http://mtc.ca.gov/our-work/invest-protect/investment-strategies-commitments/protect-our-climate/active-transportation>

1. Cover letter on Agency letterhead signed by the applicant's Chief Executive Officer or other officer authorized by the applicant's governing board
 - a. If the proposed project is implemented by an agency other than the project sponsor, documentation of the agreement between the two entities must be included
 - b. If proposing matching funds, the letter should include confirmation that these matching funds are available for the proposed project
2. Project application forms
 - a. Statewide ATP Application Form, available at <http://www.catc.ca.gov/programs/ATP.htm>
 - b. Regional ATP Supplemental Application Form, available at <http://mtc.ca.gov/our-work/invest-protect/investment-strategies-commitments/protect-our-climate/active-transportation>, including back-up documentation, as applicable, such as:
 - i. Community of Concern benefit evidence
 - ii. Environmental Documentation certification evidence (CEQA and NEPA, if requesting federal funds)
 - iii. OBAG Complete Streets Policy compliance
 - iv. Community-Based Transportation Plan evidence
3. Project Programming Request (PPR) form
 - a. Available at: http://www.dot.ca.gov/hq/transprog/allocation/ppr_new_projects2_5_5_14.xls
4. Complete Streets Checklist
 - a. Available at: <http://mtc.ca.gov/our-work/plans-projects/bicycle-pedestrian-planning/complete-streets>
 - b. Not necessary for Planning or Non-Infrastructure projects.

Note: Selected projects are also required to provide a Resolution of Local Support for the project no later than April 1, 2017.