

**ACTIVE TRANSPORTATION PROGRAM OVERVIEW**  
Class 1 Bike Trail Grant Application-Joerger Ranch to Riverview Sports Park

**From:** J-MAR 1, LLC (management by JMA Ventures, LLC) (summary prepared by T. Kapoor)  
**To:** Truckee Tahoe Airport District (TTAD) Board of Directors

## **OBJECTIVE**

Seeking TTAD Board approval for the TTAD to act as the sponsoring public agency for a grant application to the Active Transportation Program (ATP) in order to design & build a key segment of the TTAD Trails Master Plan connecting from Parcel 1 of Joerger Ranch to the Riverview Sports Park. The grant request will be based on the estimated design, engineering, and construction cost for the trail (current estimate of \$1.1M)

## **OVERVIEW**

The ATP is designed to help fund pedestrian and bicycle infrastructure such as Class 1 and Class 2 trails. ATP provides grants to public agencies for eligible infrastructure projects. The ATP consolidates existing federal and state transportation programs, including the Transportation Alternatives Program (TAP), Bicycle Transportation Account (BTA), and State Safe Routes to School (SR2S), into a single program with a focus to make California a national leader in active transportation. ATP will fund a \$1 billion over the next ten years.

The next cycle, Cycle 4, will have a Call for Projects in May 2018 which is expected to include about \$440M in ATP funding made up of Federal funding and State SB1 and SHA funding. The funding/programming years are expected to include 19/20, 20/21, 21/22 and 22/23 funding years.

Ten percent of ATP fund are set aside for small urban and rural areas such as Truckee, with populations of 200,000 or less with projects competitively awarded by the Commission to projects in those regions. Federal law segregates the Transportation Alternative Program into separate small urban and rural competitions based upon their relative share of the state population. Small Urban areas are those with populations of 5,001 to 200,000. Rural areas are those with populations of 5,000 or less.

## TIMELINE RELATED TO THE ATP GRANT APPLICATION PROCESS

<b>Wednesday, March 21, 2018</b>	Draft ATP Guidelines presented to Commission
<b>Wednesday, May 16, 2018</b>	Commission hearing and adoption of ATP Guidelines
<b>Wednesday, May 16, 2018</b>	Commission adopts ATP fund estimate
<b>Wednesday, May 16, 2018</b>	Call for projects
<b>Thursday, May 31, 2018</b>	Large MPOs submit optional guidelines to Commission
<b>July 31, 2018</b>	Project applications to Caltrans (postmark date)
<b>August 15, 2018</b>	Commission approves or rejects MPO guidelines
<b>Monday, December 31, 2018</b>	Staff recommendation for statewide and small urban and rural portions of the program posted
<b>January, 2019</b>	Commission adopts statewide and small urban and rural portions of the program
<b>January, 2019</b>	Projects not programmed distributed to large MPOs based on location
<b>Friday, February 15, 2019</b>	Deadline for MPO draft project programming recommendations to the Commission
<b>Monday, April 1, 2019</b>	Deadline for MPO final project programming recommendations to the Commission
<b>Saturday, June 1, 2019</b>	Commission adopts MPO selected projects

## ELIGIBLE APPLICANTS

An implementing agency is a city, county, tribal government, public health department, transit agency, school district, natural resources agency, public lands agency, Metropolitan Planning Organization (MPO), Regional Transit Planning Agency (RTPA) or other such similar agencies (e.g. TTAD).

- Local, Regional or State Agencies- Examples include city, county, MPO, and Regional Transportation Planning Agency.
- Caltrans
- Transit Agencies - Any agency responsible for public transportation that is eligible for
  - funds under the Federal Transit Administration.
- Natural Resources or Public Land Agencies - Federal, Tribal, State, or local agency responsible for natural resources or public land administration.
- State or local park or forest agencies
- Public schools or School districts.
- Tribal Governments - Federally-recognized Native American Tribes.
- Private nonprofit tax-exempt organizations may apply for projects eligible for Recreational Trail Program funds recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails. Projects must benefit the general public, and not only a private entity.
- Any other entity with responsibility for oversight of transportation or recreational trails that the Commission determines to be eligible.

## **PARTNERING**

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 such as a public agency 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. If another entity agrees to be the implementing agency and assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement (e.g., letter of intent) must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the first request for allocation.

Eligible agencies that are unable to apply for ATP funds or that are unable to enter into a MA with the State must partner with an eligible applicant who can implement the project. This partnership will be governed by the following expectations:

- This implementing agency assumes full responsibility for delivering the project per all applicable State and Federal requirements.
- The implementing agency must follow Federal and State contracting requirements. The partnering agency has no rights to a sole source contract from the implementing agency for the project.
- The implementing agency will be responsible and accountable for the use and expenditure of ATP funds.

## **ELIGIBLE FEES & IMPROVEMENTS**

The potential for increased walking and bicycling; increasing and improving connectivity and mobility of non-motorized users; potential for reducing the number and/or rate of pedestrian and bicyclist fatalities and injuries; public participation and planning; cost- effectiveness; improved public health; benefit to disadvantaged communities; use of California Conservation Corps; and applicant's past performance on grants.

- Minimum request is 250k
- Reimbursement program for eligible costs incurred
- 10% of funds go to small urban and rural regions with populations of 200,000 or less for the small urban and rural area competitive program,
- Types of Projects:
  1. Development of new bikeways and walkways that improve mobility, access, or safety for non-motorized users.
  2. Improvements to existing bikeways and walkways, which improve mobility, access, or safety for non-motorized users.
  3. Installation of traffic control devices or lighting to improve the safety of pedestrians and bicyclists.

4. Safe Routes to School projects that improve the safety of children walking and bicycling to school, in accordance with Section 1404 of Public Law 109-59.
5. Safe routes to transit projects, which will encourage transit use by improving biking and walking routes to mass transportation facilities and school bus stops.
6. Secure bicycle parking at employment centers, park and ride lots, rail and transit stations, and ferry docks and landings for the benefit of the public.
7. Bicycle-carrying facilities on public transit, including rail and ferry facilities.
8. Establishment or expansion of a bike share/rental program- equipment and capital costs.
9. Recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails.

## **FUNDING**

Although the Commission encourages the leveraging of additional funds for a project, matching funds are not required. Matching funds must be expended concurrently and proportionally to the Active Transportation Program funds. Costs incurred prior to allocation will not be counted towards match.

The applicant must provide a project funding plan through construction that demonstrates the supplemental funding in the plan (local, federal, state, private sources) is reasonably expected to be available and sufficient to complete the project.

The Active Transportation Program is a reimbursement program for eligible costs incurred. Reimbursement is requested through the invoice process.

## **APPLICATION**

ATP project applications will be available at:  
<http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html>

There will be five different applications available for applicants to complete depending on the project type and size. It is incumbent on the applicant to complete the application appropriate for their project. The five application types are:

A. Large Project, Infrastructure only or Infrastructure//Non - infrastructure: Projects with a total project cost of greater than \$77 million will be considered a Large Project and must use the Large Project application. Any project requesting over \$110M in ATP funding will required an onsite field review with Caltrans and CTC staff.



B. Medium Project, Infrastructure only or Infrastructure//Non – infrastructure: Projects with a total project cost between \$11.5 million to \$77 million will be considered a Medium Project and must use the Medium Project application.

C. Small Project, Infrastructure only or Infrastructure//Non – infrastructure: Projects with a total project cost less than \$11.5 million will be considered a Small Project and must use the Small Project application.

D. Non - infrastructure Only

E. Plan

## **EXHIBITS**

**EXHIBIT A: Truckee Tahoe Airport Trails Master Plan**

**EXHIBIT B: Joerger Ranch Class 1 Bike Path Alignment**

**EXHIBIT C: Conceptual Cost Estimate**

**EXHIBIT D: ATP Draft Guidelines**

**EXHIBIT E: ATP Draft Infrastructure Application Form**

## **EXHIBIT A: Truckee Tahoe Airport Trails Master Plan**



*November 8, 2016*

## Truckee Tahoe Airport Trails Master Plan

### 1. INTRODUCTION

In 2014, the Truckee Tahoe Airport (TRK) embarked on a formal process to consider opportunities for non-motorized trails that would provide critical connectivity to existing and future local and regional trails in and around Truckee while offering a new venue for recreation in the region. With an existing commitment to open space and easements, some that allow non-motorized recreation, the airport's decision to formalize a plan for trails on airport property is a natural step. Additional opportunities to better orient and inform constituents of the airport's natural landscape, as related to its primary aeronautical mission, was also considered an important driving force behind the development of a trails master plan. The Truckee Tahoe Airport Trails Master Plan (Trails Plan) emerged from this vision of high quality recreational experience on airport property, where the airport's location and acreage make it an ideal environment for walking, bicycling, and experiencing the Truckee Tahoe Airport.

This Trails Plan is to be used as a long-term planning document and a framework that will guide the development of trails on and around TRK property as financial resources become available.

### 2. TRUCKEE COMMUNITY PROFILE

**Geography.** The Truckee Tahoe Airport District (TTAD) covers an area of approximately 485 square miles in eastern Nevada and Placer counties including approximately 1,529 acres of open space owned in fee, and an additional 141 acres in conservation easements set aside as a recreational benefit for the community. The airport sits on the floor of the Martis Valley at an elevation of approximately 5,900 feet, with the Martis Creek Lake National Recreational Area to the southeast, Tahoe National Forest to the south, and the Town of Truckee to the north and west. The airport property occupies approximately 926 acres of land.

Two state highways serve the Truckee area and airport visitors: Highway 267, lying adjacent to the south edge of the airport boundary and connecting Lake Tahoe to Interstate 80; and Highway 89, connecting Truckee with Lake Tahoe's west shore, and north to Sierra County. Interstate 80 is the primary highway access to Truckee, connecting the west and east ends of town, and Truckee with Sacramento to the west and Reno to the east.

**Economy.** Truckee has approximately 16,000 year-round residents, with 44% over the age of 25 with a bachelor’s degree or higher. Truckee’s average household income is approximately \$82,837, with the majority of the population employed in professional, management, or service industries. The economy of Truckee is heavily dependent on recreation. Several ski resorts are located in and around Truckee, while in the summertime, the area is popular for hiking, mountain biking, road biking, and trail running, among other warm weather pursuits. Roughly 47% of residences in Truckee are second homes.

### 3. AIRPORT LAND USES AND PLANNING

The Town of Truckee, Nevada County, and Placer County are responsible for land use planning in the area surrounding the airport. Residential neighborhoods and recreation facilities exist adjacent to or within 2,500 of airport property to the north, south, and west. To the east lies the town’s wastewater treatment plant and a gravel plant facility.

Lands along the airport’s north and west side are designated for mixed commercial/retail, industrial, and workforce housing uses under the Town’s 2025 General Plan, adopted in 2006. This General Plan is a long-term policy guide for growth and environmental protection in the Town of Truckee, providing direction on how Truckee might best fulfill its community vision. The General Plan includes the goal of a safe and comprehensive non-motorized trails system (see “Coordination With Other Trails Plans”). Also of note to TRK, the specific plan for Joerger Ranch (Planned Community - 3) was approved by Truckee Town Council in March of 2015 and will provide critical trail connectivity to the airport’s proposed Trails Plan.

The Truckee Tahoe Airport District itself also has policy and planning documents to guide operations. The Airport’s Strategic Plan, completed in March 2011, addresses airport facilities, services, and their relationship to the community. Among the objectives addressed in this document is the use of a portion of tax revenue every year for potential open space acquisitions that consider community enhancement benefits to TTAD constituents. TRK has also conducted community surveys to explore public and pilot awareness and opinions concerning airport operations. Here, results show that the community considers preservation of open space and emergency services to be the most important services of the airport.

The airport’s most recent Master Plan update (2016) was designed to create a blueprint for facility and infrastructure planning over the next 10-15 years. The three focus areas in the Master Plan include: (1) exploring options to expand annoyance mitigation programs; (2) managing growth of aviation facilities; and (3) enhancing community-related functions. Only about 35% of contiguous airport land is occupied by aviation facilities. While expansion of aviation facilities has top priority for future uses, the master plan indicates that the remaining land is potentially available for non-aviation development.

### 4. COORDINATION WITH OTHER TRAILS PLANS

This Trails Plan supports and conforms well with trails plans of other local jurisdictions. The Town of Truckee Trails & Bikeways Master Plan (2015) is a comprehensive framework for the creation of a town-wide trails and bikeways network designed for community and regional connectivity. Although the scope of this plan is limited to town boundaries, the importance of regional connectivity is recognized and encouraged in this document. The Martis Valley Community Plan (2003) calls for the development of a system of interconnected hiking, riding, and bicycling trails and paths suitable for active recreation, including a soft surface trail between TRK and Martis Creek Lake. Additionally, the Placer County Regional Bikeways Plan (2002) speaks to the need for a regional system of bikeways for transportation and recreation purposes; the Martis Creek Lake Master Plan (draft – 2015) includes development and

maintenance of trails; and the Truckee Donner Recreation and Parks District Strategic Plan (2014) articulates support for trails.

Waddle Ranch Preserve (TTAD property with a conservation easement owned by the Truckee Donner Land Trust) encompasses 1,462 acres with roughly seven miles of trail. Trails and proposed trails within this area are referenced in the Waddle Ranch Preserve Trails Master Plan. These trails are in close proximity to the airport, with TRK providing a natural link to this trails system.

The Northstar Community Services District is the lead agency for the proposed Class 1 Martis Valley Regional Trail which begins at the intersection of Highway 267 and Airport Road, and will meander through Martis Valley to the Village at Northstar and ultimately to Lake Tahoe. **See Figure 1**

The Joerger Ranch (Planned Community- 3) contains provisions for a coordinated pedestrian and bicycle network within the planned community and greater Truckee area, including linkage to future connections to the Truckee River Regional Park, Truckee River Legacy Trail, River View Sports Park, and Martis Valley Regional Trail. The Joerger Ranch Specific Plan's Class 1 bike paths also provide critical connectivity to TRK. **See Figure 2**





## 5. TRAILS MASTER PLAN GUIDING PRINCIPLES

The development of this trails master plan is grounded in the following:

### Community Benefit

- TRK envisions safe and convenient non-motorized recreational trail options for the local community and visiting public.
- TRK is committed to an airport trails system that is safely connected to the broader trail network in the Truckee community and surrounding unincorporated areas.
- TRK is committed to providing recreational trail opportunities for users of all abilities, and will ensure trails are accessible to the physically challenged where feasible.
- TRK believes trails on airport property, by linking to the broader community, will: help improve health through active living; generate economic activity; improve air quality; and enhance cultural awareness and community identity.
- Trail-side interpretive signage will help educate trail users of the natural and cultural resources in Martis Valley and provide information about airport operations and aeronautical principles.

### Visual Impacts/Aesthetics

- Airport trails will be incorporated into the surrounding landscape to the fullest extent possible and with attention to aesthetic value.
- TRK will strive to avoid undesirable visual impacts.

### Natural Resources

- Protection of natural resources on airport property is a primary goal.
- Corridors with sensitive natural resources will be avoided wherever possible.

### Trail Design

- Trails will be designed to be compliant with Americans with Disabilities Act (ADA) standards.
- Trails will be planned with the current, highest quality, and most cost-effective design possible.
- Surface material will reflect the type of user and volume of use.
- Trails will be developed at a rate which incorporates long term maintenance needs and construction costs.
- Trails will be aligned, designed, and regulated to ensure safety of trail users and airport operations. This includes (but is not limited to) possible regulation of dogs on trails.

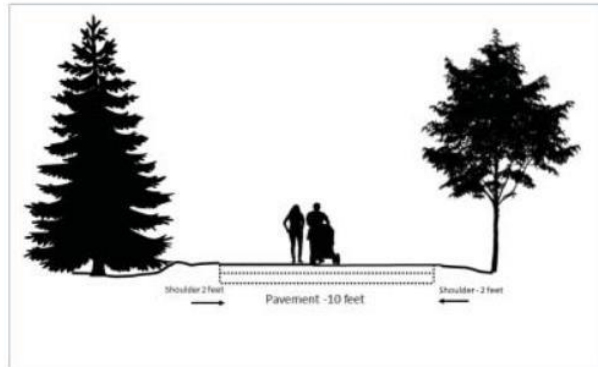
## 6. TYPES OF TRAILS

The airport anticipates constructing its trails with one of two surfaces, depending on the location in the Trails Plan.

- **Class 1 Bike Path or Bike Trail:** These are paved trails designed for use by bicycles and pedestrians. Paths are typically 10-12 feet wide, with a minimum 2-foot wide graded area adjacent to the path to provide clearance from trees, poles, walls, guardrails, etc. These paths are typically constructed with adequate subgrade compaction to minimize cracking and sinking

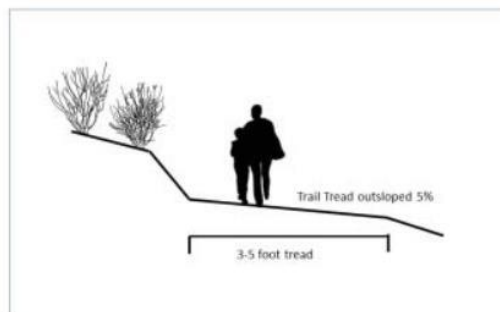
and to accommodate appropriate loadings (maintenance trucks, emergency vehicles, etc.). Shoulders on one or both sides of the path are recommended where feasible to accommodate pedestrians and help reduce pathway conflicts. A 2% cross slope is preferable to ensure proper drainage. See Figure 3

Figure 3 – Paved Trail Cross Section



- **Unpaved (dirt) multi-purpose paths.** These trails are popular with walkers and mountain bikers. Trails should be made as accessible as possible while maintaining the character of the resource and natural environment. The minimum trail width is 3 feet with a maximum cross slope of 5%. Trails may be surfaced with wood chips, crushed stone or shell, or may be made of compacted earth. Whatever is used, the surface should be firm and stable. See Figure 4

Figure 4 – Dirt Trail Cross Section







## 7. PROPOSED TRAILS AND BIKEWAYS

TRK sits on the relatively flat Martis Valley floor, with vegetative cover that include sagebrush, rabbit brush, bitterbrush and mountain whitethorn, with a forested area on the north side of the proposed trail plan, largely made up of Jeffrey, ponderosa, and lodge pole pine. Some areas also contain both native and introduced grasses and sedges. A few drainages and one wetland area are also present in the Trails Plan area.

**Attachment A** provides a map of proposed trail corridors, including anticipated surfacing, for proposed perimeter and loop trails in the Master Plan. If approved, TRK may authorize construction of trails, assist in funding trails work on airport property, or build trails as financially feasible through a phased approach. Phases may be altered depending on funding availability.

**Phase 1** (approximately 8,377 linear feet of paved trail) will include construction of the regional Trailhead at the corner of Highway 267 and Truckee Tahoe Airport Road. From this starting point, there will be both a proposed dirt and Class 1 (paved) trail, both heading southeast towards Martis Dam Road as illustrated in the map, **Attachment A**. From the trailhead, the routes drop slightly into a seasonal wetland area that will be crossed with a 100-foot boardwalk. Both trails will turn north on the eastern edge of airport property, with the paved trail ending at the small parking lot off of Martis Dam Road, and the dirt trail creating a loop, as seen in **Attachment A**.

**Table 1 – Phase 1**

 <p>Proposed trailhead parking lot at corner of Highway 267 and Truckee Airport Road.</p>	 <p>First leg with slight elevation drop leading to wetland area; proposed 100-foot boardwalk to cross.</p>	 <p>Phase 1: Slight elevation gain to get trail above wetland area.</p>	 <p>Phase 1 ends at Martis Dam Road.</p>
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**Phase 2** (approximately 6,221 linear feet of paved trail) will pick up where Phase 1 ended, and continue to the Waddle Ranch Preserve connection. The separate dirt trail will join up with the paved path at the connection to Alpine Meadows Campground. From Alpine Meadows Campground, the paved trail route would continue north on TRK property, paralleling Martis Dam Road and end at the Waddle Ranch Preserve trails system connection.






Note: An additional option for Phase 1 and Phase 2 is to not construct a trail but to direct users to Martis Dam Road. Although this would result in cost savings, the option is not recommended due to high motorized traffic use on this road in the summertime, cars frequently traveling above the speed limit, and the lack of shoulders on the road. These factors can create unsafe conditions for non-motorized users. See **Attachment B**.

**Table 2– Phase 2**

 <p>Phase 2 starts where Phase 1 ends off, on airport property along Martis Dam Road (adjacent to parking lot).</p>	 <p>Proposed end of Phase 2 at Waddle Ranch trail system connection.</p>
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**Phase 3** (approximately 8,828 linear feet of paved trail) will pick up at the Waddle Ranch Preserve connection and end at River View Sports Park for connectivity to the Truckee River Legacy Trail and Truckee Bike Park. The paved portion of this phase will hug the tree line at the north end of the property, while the proposed dirt loop will provide users with the option of a shadier experience in the forested slope south of the paved path. The paved path will travel for a short distance on Martis Dam Road heading west. In addition, as noted in Attachment A, segments of this phase run off of airport property, where trails easements or other arrangements will need to be made to complete the phase.

**Table 3 – Phase 3**

 <p>Phase 3 will utilize a short segment of Martis Dam Road.</p>	 <p>The Phase 3 paved path will run along the tree line.</p>	 <p>Phase 3 will end at a logical terminus, the River View Sports Park with connection to the Truckee River Legacy Trail.</p>	 <p>To trail route will need to cross Joerger Drive. Crossing at the River View driveway means users must watch for vehicles on the blind curve.</p>	 <p>Crossing Joerger Drive slightly east of River View presents better visibility.</p>
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**Phase 4** (approximately 991 linear feet of paved trail) will best commence when the PC-3 trails (noted in Attachment A and Figure 2) have been completed, and will involve completion of the airport loop trail by connecting to PC-3's proposed trail terminus at the Hampton Inn, back to the original trailhead. The timing of this phase is uncertain and depends in part on the timing of the PC-3 trail construction.

**Table 4 – Phase 4**

			
<p>PC-3 trail construction will begin at River View Sports park and head west and then south towards the Hampton Inn.</p>	<p>Phase 4 can utilize an existing path in front of Hampton Inn.</p>	<p>To complete the phase, a trail easement will be necessary on this vacant property on Highway 267 approaching Truckee Airport Road.</p>	<p>Trail users will have the option of crossing Highway 267 to access the Martis Valley Regional Trail. However, keeping the airport trail on the NW side of 267 will help maximize user safety for those intending to use the airport trail.</p>

For a discussion outlining the decision points regarding these proposed alignment and phasing, see **Attachment B**.

#### 8. TRAIL CONSTRUCTION COST AND FUNDING

The TTAD recognizes that construction of this proposed trails system will be costly. Precise estimates of dirt and paved trail planning and construction for this specific effort are not feasible at this time. However, rough estimates can be made based on costs totals from similar trails projects locally and analysis of profiles generated from LiDAR contour data. Using this analysis, it is estimated that 24,417 linear feet of paved trail will cost approximately \$1,346,370/mile (See **Attachment C** for detailed analysis).

Estimates for dirt trail construction can also be made using local trail construction data, which averages out to \$45,000 per mile.

Potential sources of outside funding for trail planning and construction include:

- The California Recreational Trails Program (RTP)
- California Bicycle Transportation Account (BTA)
- Caltrans Bicycle Facilities Unit (BFU)
- Town of Truckee’s Measure R
- North Lake Tahoe Resort Association TOT Project Funding

The grant funding environment in California changes frequently, and some grants are not available every year. Likewise, the amount of funding in any given program varies from year to year, and the likelihood of funding depends on grant competitiveness with other applicants. Full research into appropriate funding mechanisms should be conducted further into the trail planning process.

**9. TRAIL MAINTENANCE**

Routine trail maintenance for both paved (patch holes, slurry seal, sweep, trim vegetation, clear drains/culverts, etc.) and dirt trails (repair tread, clear drains, trim vegetation, etc.) must also be taken into consideration. Future capital replacement cost (paved trails only) will also be an important annual reserve. Local estimates for maintenance are shown in **Table 4**.

**Table 4 - Annual Trail Maintenance Costs Per Mile**

	<b>Routine/ Preventative</b>	<b>Capital Replacement</b>	<b>Total</b>
Paved Trails (Town of Truckee estimates)	\$10,600	\$3,640	\$14,240
Dirt Trails (Truckee Trails Foundation estimates)	\$1,000	\$0	\$1,000

**10. TRAIL DEVELOPMENT PARTNERS**

Numerous opportunities exist to maximize trails opportunities in and around the airport. The Town of Truckee’s Measure R (1/4-cent tax for trail construction and maintenance) represents a viable funding option for any Class 1 trail in town boundaries that is on the Truckee Trails and Bikeways Master Plan, including a portion of Phase 3 of the Truckee Tahoe Airport Trails Plan. Preliminary discussions with the Town of Truckee have indicated a willingness to escalate mutual trail segments when collaborative funding partnerships are present. The local Army Corps of Engineers has expressed strong interest in partnering with TRK to create a trail connection from the proposed airport trail along Martis Dam Road that would connect with Alpine Meadows Campground. As well, the Army Corps of Engineers has also expressed a willingness to discuss cooperative efforts involving use of their parking area or Martis Dam Road for the proposed plan. Coordinating with the Joerger Ranch development could also help ensure project success. Finally, TRK should consider working with the appropriate parties to negotiate a trails easement for a 950-foot trails easement along Highway 267 leading up to Truckee Airport Road for Phase 4.

**11. NEXT STEPS**

In addition to working with the potential partners mentioned above, critical next steps are listed below. See Table 5 for a proposed timeline for completion.

- (1) Secure necessary land swaps that will enable full development of the trails plan
- (2) Secure necessary trail easements
- (3) Identify regulatory and permitting requirements for each segment
- (4) Identify funding sources for trail planning and construction
- (5) Submit grant applications for trail planning and construction funding



**Table 5 – Proposed Trails Master Plan Timeline**

Trails Master Plan Timeline		
Year	Task Completion Goal	Completion Goal
2016	Airport board approval of master plan	Fall 2016
2017	Identify regulatory/permitting requirements	February 2017
2017	Secure land swaps/easements necessary for trail development	December 2017
2017	Fundraising for CEQA, engineer design, and permits	December 2017
2018	Complete CEQA, engineering design, permits	December 2018
2019	Phase 1 - fundraising for trail construction	December 2019
2020	Phase 1 construction complete/ribbon cutting	September 2020
2020	Phase 2 – fundraising for trail construction	December 2020
2021	Phase 2 construction/ribbon cutting	September 2021
2021	Phase 3 – fundraising for trail construction	December 2021
2022	Phase 3 construction/ribbon cutting	September 2022
2023	Phase 4 – fundraising for Phase 4	December 2022
2024	Phase 4 construction/ribbon cutting – trails complete	September 2023

## Attachment B – Alignment & Phasing Rationale

The trails project committee met numerous times throughout 2015 to determine the best possible approach to an interconnected, recreational trails plan for TTAD. The following outlines the decision points and ultimate conclusions.

1. **Trailhead.** The committee considered two options for the official start of the trail (regional trailhead). The two options were a designated location at the airport administrative/terminal building or at the airport property at the corner of Airport Road and Highway 267. Having the trailhead at the administrative/terminal building parking lot was appealing, as it would serve to draw users in to the airport, where additional facilities (restroom, playground, restaurant) are available. However, concern was expressed about the availability of parking at this location. As well, after contemplating numerous options, it was decided that no ideal (and safe) route from the administrative/terminal building to the perimeter trail would be possible. As such, it was decided that putting the official trailhead (and parking lot) at the corner of Airport Road and Highway 267 represented the best option.
2. **Surfacing.** The committee discussed the pros and cons of trail surfacing to determine if dirt or Class 1 (paved) paths were preferable. Dirt trails are substantially less expensive to build yet are less accessible to users. Dirt trails have a shorter use season, and are not preferable for users with wheel chairs, training wheels, roller blades, strollers, etc. Class 1 paths are significantly more expensive but are available for a longer use season and to a wider variety of users. The committee also discussed the option of building a paved trail in phases (base surface first, then pavement as funds are available). However, research conducted by the Town of Truckee in their trail building endeavors revealed that this approach to paved trail construction ends up costing 25% more than if building a paved trail as a single project.

Realizing the benefits of both surfacing options, the committee proposes a system that highlights both Class 1 and dirt trails, thereby optimizing recreational opportunities. However, cost factors may force this surfacing to be reconsidered in the future.

3. **Trail Phases.** Because funding for this airport loop system will likely come over time, the committee agreed to divide the trail alignments into proposed phases. Several considerations went into selection of these phases. Highest of importance was trail user safety, given this is a trail system designed for users of all ages and ability levels. Another important factor in determining the phased segments was ensuring that there was no “segment to nowhere,” and that each segment had a logical terminus.
  - a. **Phase 1** is proposed to run from the Regional Trailhead at the corner of Highway 267 to a parking lot off of Martis Dam Road.
  - b. **Phase 2** will run from the Martis Dam Road parking lot to the connection at Waddle Ranch Preserve. The committee discussed the possibility of leading the trail to Martis Dam Road and using the road itself to bring users to the Waddle Ranch Connection and remainder of the airport trail route. However, although Martis Dam Road is popular with pedestrians in winter months (when the road is closed to motorized vehicles), heavy vehicle traffic on this

road in summer months makes it a more dangerous option for non-motorized recreation.

See Tables 6 and 7.

- c. **Phase 3** picks up at the Waddle Ranch Preserve connection and ends at River View Sports Park. The PC-3 segment will take the trail from River View to the edge of the PC-3 property, at the Hampton Inn.
- d. **Phase 4:** Phase 4 will involve completion of the airport loop trail by connecting to PC-3's proposed trail terminus at the Hampton Inn back to the regional trailhead. The timing of this phase is uncertain and depends in part on the timing of the PC-3 trail construction. Because the Martis Valley Regional Trail trailhead begins where the PC-3 trail ends (but on the south side of Highway 267), committee members discussed the possibility of having airport trail users cross Highway 267 to the Martis Valley Regional Trail, then cross back Highway 267 at Truckee Airport Road to complete the airport loop. This option is discouraged given the safety hazards of twice crossing 267 for many (if not all) user groups. To optimize trail user safety at this location, the option of securing a trails easement on the vacant property between the Hampton Inn and the regional trailhead should be investigated to complete the airport loop.

**Table 6 - Traffic Counts, Martis Dam Road<sup>1</sup>**

Month	Estimated Vehicles	Estimated Vehicles Per Day
July 2015	5,516	178
August 2015	5,395	174
September 2015	4,000	133
May 2016	2,687	86
June 2016	5,345	178

**Table 7 - Isolated Traffic Counts<sup>2</sup>**

Date	Time	Number of Vehicles	Non-motorized
Sunday, June 24, 2016	11 AM - Noon	25 out, 16 in	1 jogger, 1 road cyclist
Thursday, July 21, 2016	5 PM – 6 PM	16 out, 32 in	None
Wednesday, August 9, 2016	Noon – 1 PM	18 out, 6 in	1 pedestrian

<sup>1</sup> Estimates provided by Army Corps of Engineer's automatic counters.

<sup>2</sup> Conducted by Truckee Trails Foundation staff

# Attachment C

## AUERBACH ENGINEERING CORPORATION

CIVIL ENGINEERING • LAND SURVEYING • ENVIRONMENTAL PLANNING

Proj. #: 420.20

### MEMORANDUM

**To:** Alison Pedley  
**From:** Nathan Chorey  
**Date:** June 1, 2016  
**Re:** TTAD – Trail Master Plan Cost Estimate

At the request of the Truckee Trails Foundation, Auerbach Engineering Corporation (AEC) has reviewed the Truckee-Tahoe Airport District's (TTAD) Trail Master Plan and prepared a concept-level construction cost estimate for approximately 25,400 linear feet of hard surface paved trail.

To develop the cost estimate, AEC relied upon their previous project experience, as well as bid results from the following local projects.

- Northstar Community Services District, Martis Valley Trail Segment 1A.
- Northstar Community Services District, Martis Valley Trail Segment 1B1.
- Town of Truckee, Truckee River Legacy Trail Phase 3A.
- Town of Truckee, Truckee River Legacy Trail Phase 3B.

We analyzed the bid results of the above projects and calculated a cost per unit length of trail (\$/LF). The unit cost for each of the above trails varies wildly at first glance, but upon studying it further, the variation can be attributed to a number of factors including the extent of amenities along the trail, number of trailheads, road crossings, drainage crossings, boardwalks, and slope of the existing terrain.

For the prepared cost estimate, we provided individual line items for each variable we identified during our review of the local bid results. Generally, we have assumed a moderate level of amenities similar to what is provided along the Martis Valley Trail. The number of trailheads, road crossings, drainage crossings, and linear feet of boardwalk is based on our review of Attachment A provided by Truckee Trails Foundation, and the profile generated from LIDAR contour data. This profile is too conceptual to see every potential need for a drainage structure or boardwalk or bridge, but it does give us some indication of the terrain.

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**MEMORANDUM**

June 1, 2016

Page 2 of 3

Lastly, utilizing available LiDAR data, the slopes of the existing terrain were analyzed, and categories (or ranges) of slopes through the project corridor were created. Our experience is that the cost per unit of trail rise as the natural ground slopes rise, primarily due to grading requirements. We calculated the total quantity of trail within each slope category, and applied a unit cost to those quantities.

The completed conceptual cost estimate is attached. Note that several sections of trail were identified that would not meet strict ADA standards of 5% longitudinal slope. That goal is the highest standard, but may not be achievable in all cases, and there are other standards which could be relied upon to increase profile grade. Having said that, if 5% is the target, these sections of trail will cost more to construct as it will require lengthening the trail between landing points to reach that maximum grade.

We have applied a fairly generous contingency to the estimate to account for the above unknowns. The contingency might also be seen as a buffer for cost escalation over time. As the design progresses and a schedule becomes more in focus, both the unit costs and cost escalation can be accounted for in a more detailed manner, and the contingency can be reduced.

Truckee Trails Foundation  
 TTAD - Trails Master Plan  
 Concept-Level Estimate of Costs  
 June 1, 2016

Item Number	Description	Quantity	Unit	Unit Price	Total
1	0% - 2% Trail	7,381	LF	\$ 170	\$ 1,254,770
2	2% - 10% Trail	14,677	LF	\$ 190	\$ 2,788,630
3	10% - 20% Trail	2,525	LF	\$ 220	\$ 555,500
4	20% - 30% Trail	479	LF	\$ 280	\$ 134,120
5	30%+ Trail	322	LF	\$ 360	\$ 115,920
6	Boardwalk	150	LF	\$ 1,500	\$ 225,000
7	Road Crossing	1	EA	\$ 60,000	\$ 60,000
8	Trailhead	5	EA	\$ 2,000	\$ 10,000
9	Drainage Crossing	3	EA	\$ 20,000	\$ 60,000
Sub-Total					\$ 5,203,940
Contingency (25%)					\$ 1,300,985
<b>Total</b>					<b>\$ 6,504,925</b>

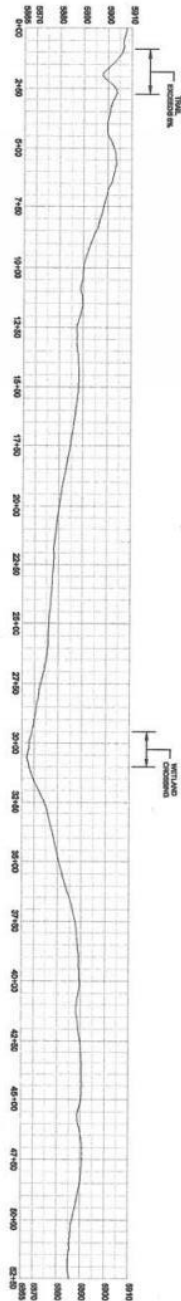


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**PLAN**

SCALE: 1" = 200'

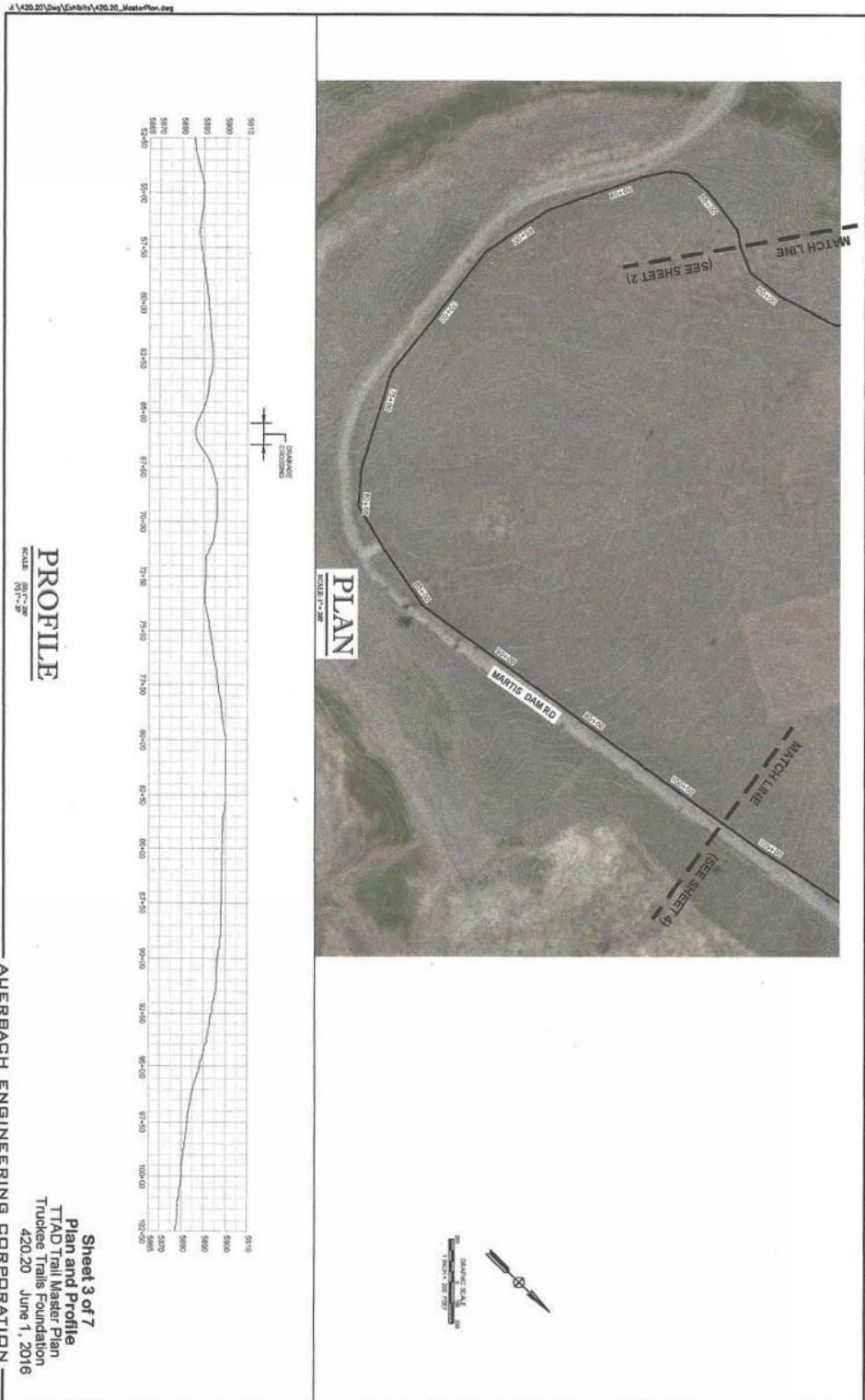


**PROFILE**

SCALE: 10' = 1" (V)

Sheet 2 of 7  
 Plan and Profile  
 TTAD Trail Master Plan  
 Truckee Trails Foundation  
 420.20 June 1, 2016  
 AUERBACH ENGINEERING CORPORATION

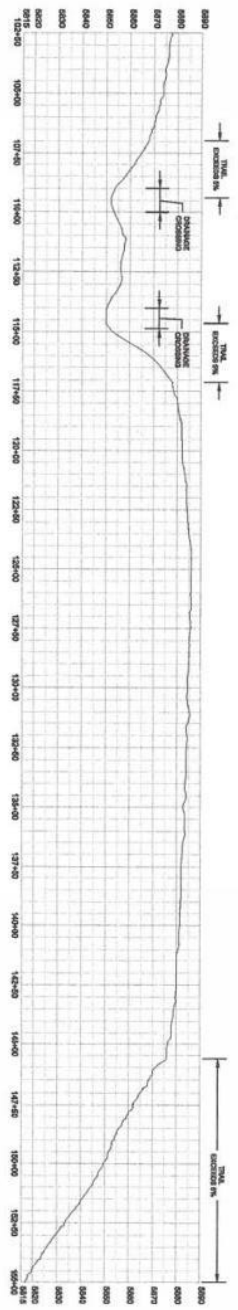




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**PLAN**  
SCALE: 1" = 200'



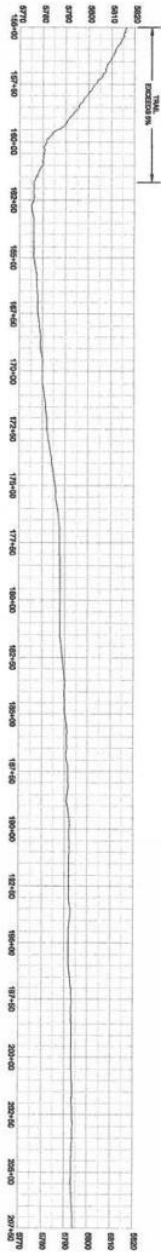
**PROFILE**  
SCALE: 1" = 20'

Sheet 4 of 7  
 Plan and Profile  
 T7AD Trail Master Plan  
 Truckee Trails Foundation  
 4/20/20 June 1, 2016  
 AUERBACH ENGINEERING CORPORATION

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**PLAN**  
SCALE: 1"=30'

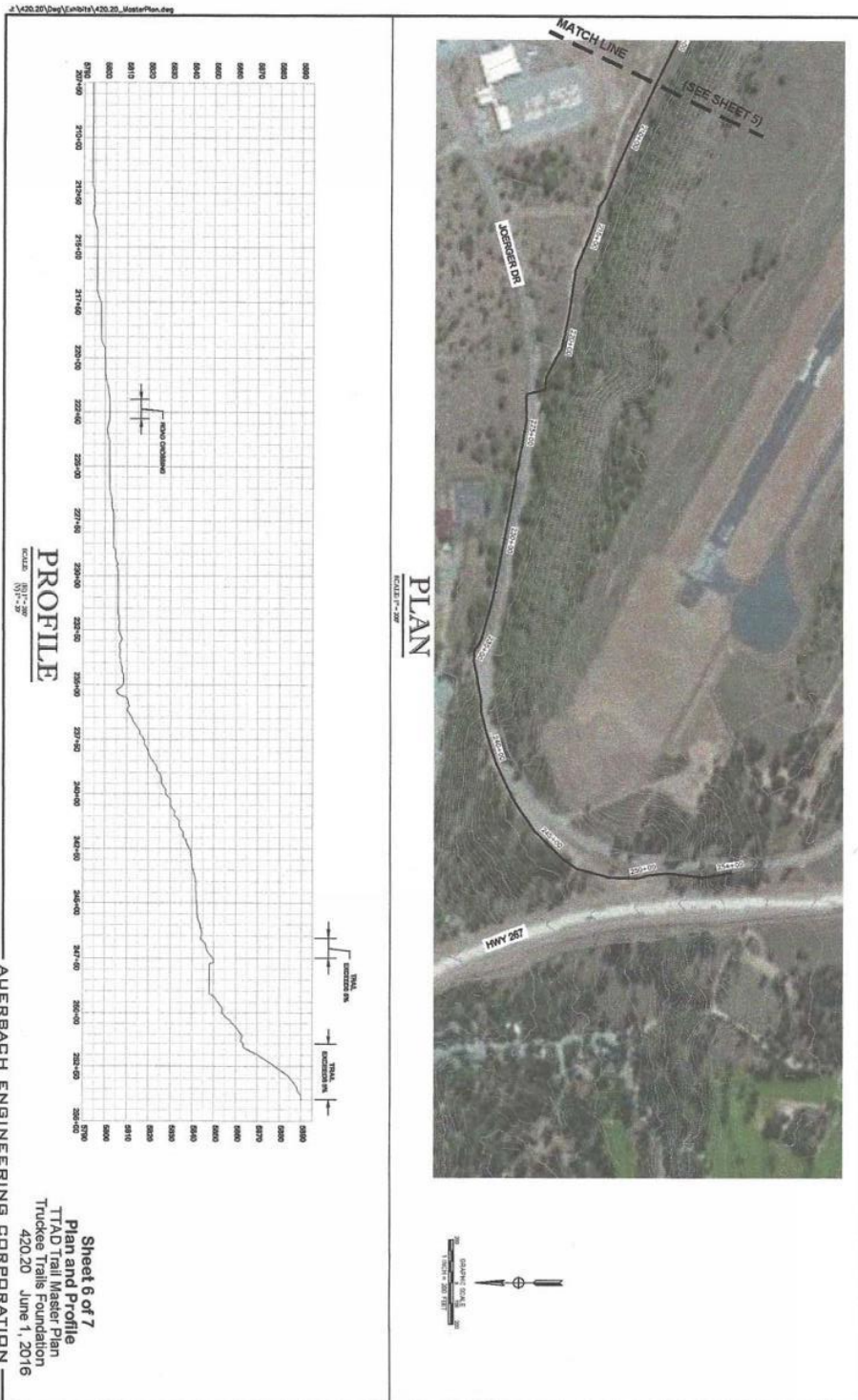


**PROFILE**  
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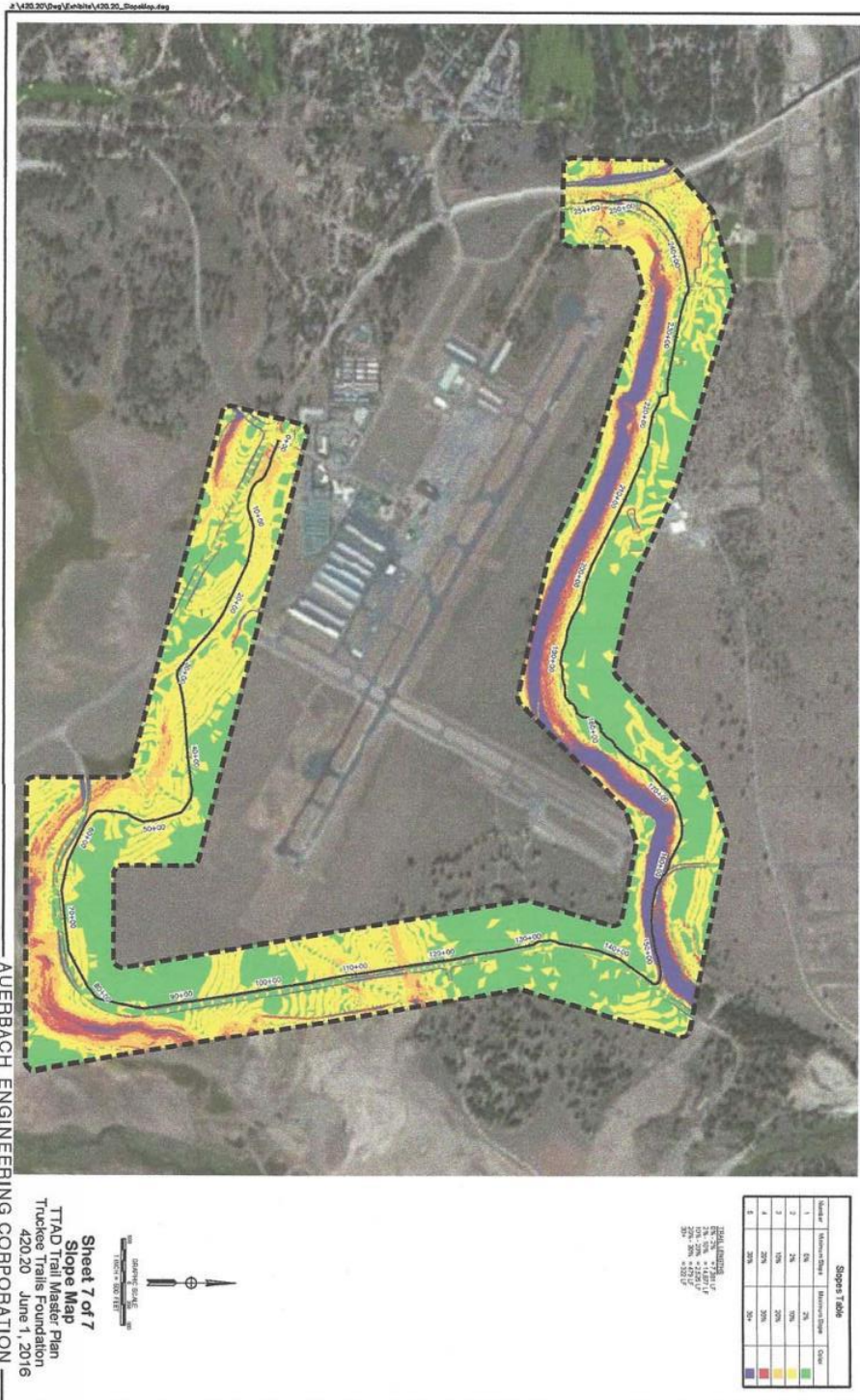
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Sheet 5 of 7  
Plan and Profile  
TAD Trail Master Plan  
Truckee Trails Foundation  
420.20  
June 1, 2016









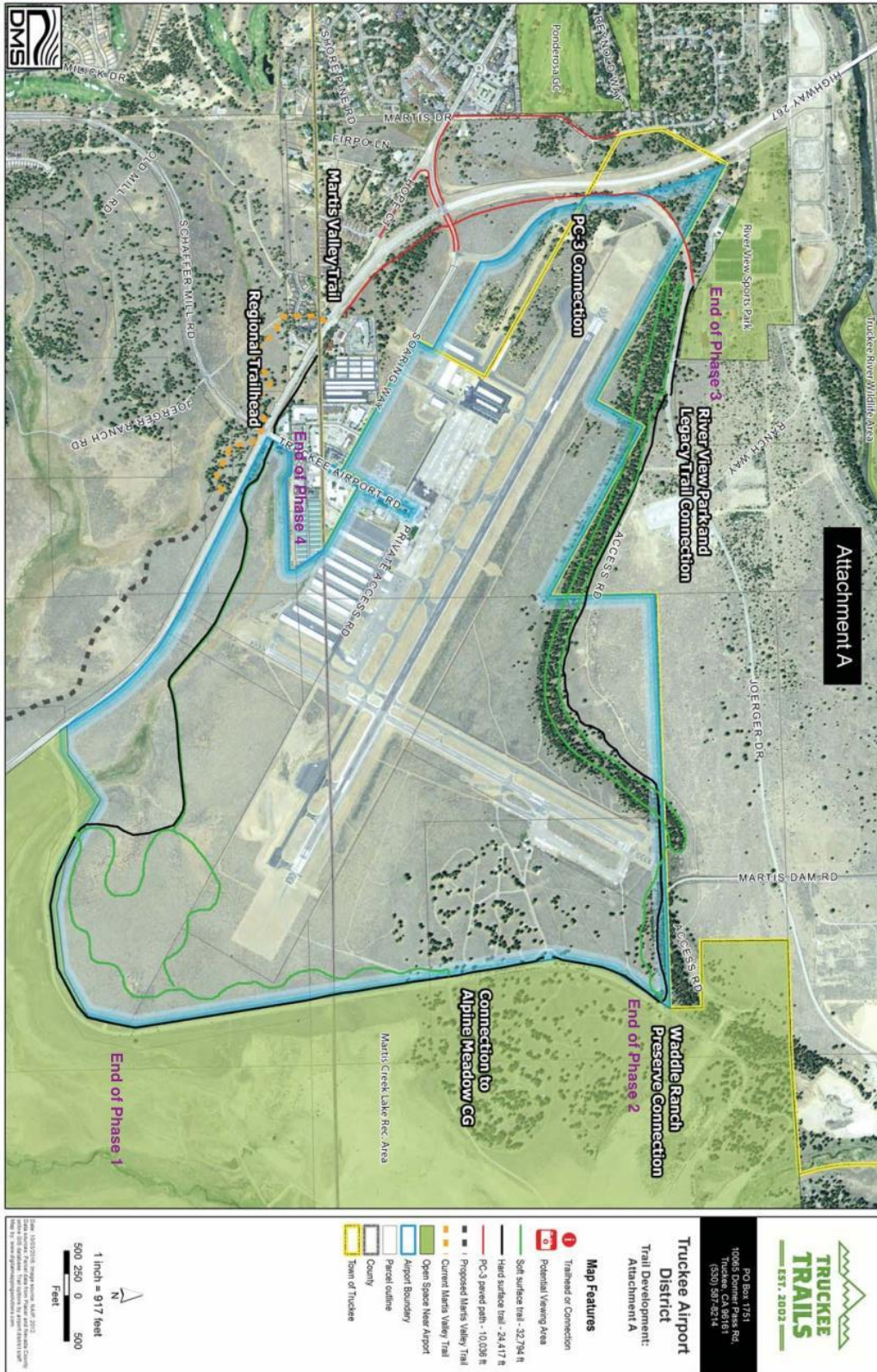
**Slopes Table**

Slope	Minimum Slope	Maximum Slope	Color
1	0%	2%	Green
2	2%	5%	Yellow
3	5%	10%	Orange
4	10%	20%	Red
5	20%	30%	Dark Red

AUERBACH ENGINEERING CORPORATION

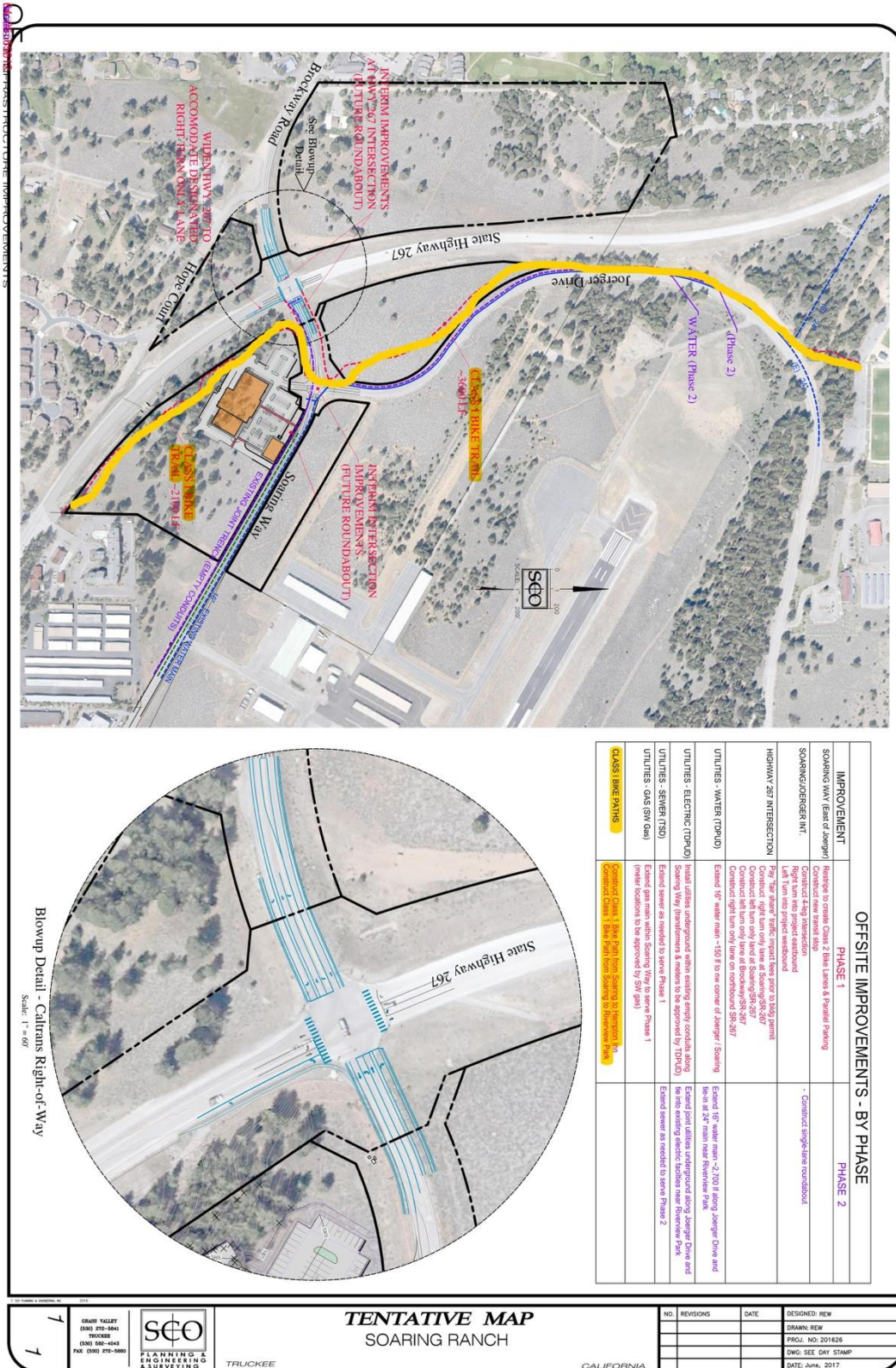
Sheet 7 of 7  
 Slope Map  
 TTAD Trail Master Plan  
 Truckee Trails Foundation  
 420.20 June 1, 2016



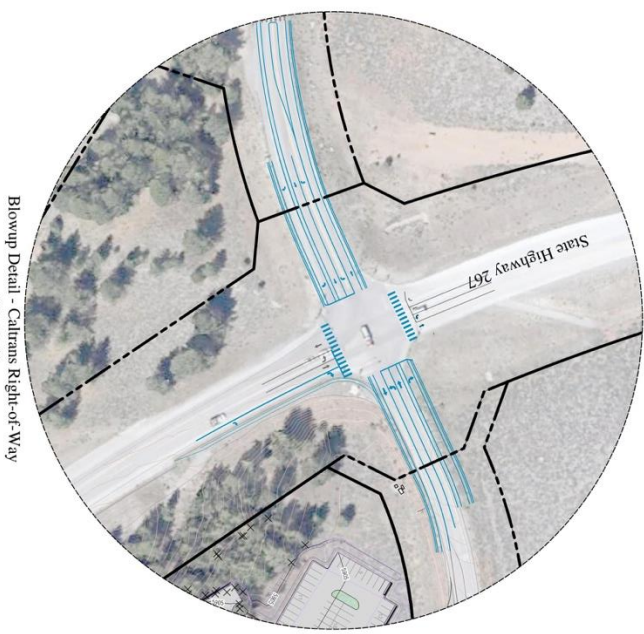


## **EXHIBIT B: Joerger Ranch Class 1 Bike Path Alignment**





IMPROVEMENT	OFFSITE IMPROVEMENTS - BY PHASE	
	PHASE 1	PHASE 2
SOARING HWY (East of Joeger)	Realign to meet Class 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000	Construct single-lane roundabout
SOARING/JOEGER INT	Construct 4-lane intersection	Construct single-lane roundabout
HIGHWAY 267 INTERSECTION	Right turn slip road extension Left turn slip road extension Construct left turn only lane at Soaring/SB-267 Construct right turn only lane at Soaring/SB-267 Construct left turn only lane at Soaring/SB-267 Construct right turn only lane at Soaring/SB-267	Construct single-lane roundabout
UTILITIES - WATER (TOP/UD)	Extend 18" water main -150' to SW corner of Joeger/ Soaring	Extend 18" water main -2,300' along Joeger Drive and basin at 24" main near Rosewood Park
UTILITIES - ELECTRIC (TOP/UD)	Extend 18" electric underground utility under Joeger/ Soaring	Extend 18" electric underground utility under Joeger Drive and basin at 24" main near Rosewood Park
UTILITIES - SEWER (TS)	Extend sewer as needed to serve Phase 1	Extend sewer as needed to serve Phase 2
UTILITIES - GAS (SV GAS)	Extend sewer as needed to serve Phase 1 (sewer sections to be approved by SV gas)	Extend sewer as needed to serve Phase 2
CLASS BIKE PATHS	Construct Class 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000	Construct single-lane roundabout



## EXHIBIT C: Conceptual Cost Estimate

Preliminary conceptual cost estimate for approximate .75-mile trail segment: **\$1.1M (Hard & Soft Costs)**. Below is a cost estimate guideline excerpt from the Truckee Trails & Bikeways master plan.



# CHAPTER 6: IMPLEMENTATION

## COST ESTIMATES

Unit cost estimates for various facilities were developed on a linear foot or linear mile basis based on construction bids for projects recently constructed in Truckee. Right-of-way acquisition is not included in the unit cost estimates. Table 2 shows the unit costs estimates for each facility type.

TABLE 2 UNIT COST ESTIMATES

Project Type	Unit Cost
Dirt Trail	200,000 per mile
Paved Trails	\$1.5 million-\$2.5 million per mile
Bike Lane	\$700,000-\$1.5 million per mile
Bike Route	\$5,000 per mile
Sidewalk, Curb and Gutter	\$70 per linear foot

Source: Fehr & Peers, 2014

## **EXHIBIT D: ATP Draft Guidelines**

**2019**  
**ACTIVE TRANSPORTATION PROGRAM**  
**GUIDELINES**

**Final Draft**

*January 2018*



**CALIFORNIA TRANSPORTATION COMMISSION  
2019 ACTIVE TRANSPORTATION PROGRAM GUIDELINES  
TABLE OF CONTENTS**



<b>I. Introduction</b> .....	<b>1</b>
1. Background .....	1
2. Program Goals .....	1
3. Program Schedule .....	1
<b>II. Funding</b> .....	<b>2</b>
4. Source .....	2
5. Distribution .....	3
6. Matching Requirements .....	4
7. Funding for Active Transportation Plans .....	4
8. Reimbursement .....	5
<b>III. Eligibility</b> .....	<b>5</b>
9. Eligible Applicants .....	5
10. Partnering With Implementing Agencies .....	6
11. Eligible Projects .....	6
12. Minimum Request For Funds .....	8
13. Project Type Requirements .....	8
<b>IV. Project Selection Process</b> .....	<b>11</b>
14. Project Application .....	11
15. Sequential Project Selection .....	11
16. MPO Competitive Project Selection .....	12
17. Screening Criteria .....	12
18. Scoring Criteria .....	13
19. Project Selection between Project Applications with the Same Score .....	15
20. Project Evaluation Committee .....	13
<b>V. Programming</b> .....	<b>14</b>
<b>VI. Allocations</b> .....	<b>16</b>
<b>VII. Project Delivery</b> .....	<b>18</b>
21. Federal Requirements .....	19
22. Design Standards .....	20
23. Project Inactivity .....	20
24. Project Reporting .....	21
<b>VIII. Roles And Responsibilities</b> .....	<b>22</b>
25. California Transportation Commission (Commission) .....	22
26. California Department of Transportation (Caltrans) .....	23
27. Metropolitan Planning Organizations (MPOs) With Large Urbanized Areas .....	23
28. Regional Transportation Planning Agencies (RTPAs) Outside an MPO with Large Urbanized Areas and MPOs without Large Urbanized Areas .....	24
29. Project Applicant .....	24
<b>IX. Program Evaluation</b> .....	<b>25</b>



## **Introduction**

### **1. Background**

The Active Transportation Program (ATP) was created by Senate Bill 99 (Chapter 359, Statutes of 2013) and Assembly Bill 101 (Chapter 354, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking. Senate Bill 1 (Chapter 2031) stipulates that \$100,000,000 of revenues from the Road Maintenance and Rehabilitation Account will be available annually to the ATP.

These guidelines describe the policy, standards, criteria, and procedures for the development, adoption and management of the ATP. The guidelines were developed in consultation with the Workgroup. The workgroup includes representatives from Caltrans, other government agencies, and active transportation stakeholder organizations with expertise in pedestrian and bicycle issues, including Safe Routes to School programs.

The Commission may amend the ATP guidelines after conducting at least one public hearing. The Commission must make a reasonable effort to amend the guidelines prior to a call for projects or may extend the deadline for project submission in order to comply with the amended guidelines.

### **2. Program Goals**

Pursuant to statute, the goals of the Active Transportation Program are to:

- Increase the proportion of trips accomplished by biking and walking.
- Increase the safety and mobility of non-motorized users.
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to Senate Bill 375 (Chapter 728, Statutes of 2008) and Senate Bill 391 (Chapter 585, Statutes of 2009).
- Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding.
- Ensure that disadvantaged communities fully share in the benefits of the program.
- Provide a broad spectrum of projects to benefit many types of active transportation users.

### **3. Program Schedule and Funding Years**

New programming capacity for the 2019 ATP will be for state fiscal years 2019-20, 2020-21, 2021-22 and 2022-23.

Each program must be adopted not later than April 1 of each odd-numbered year; however, the Commission may alternatively elect to adopt a program annually.

The following schedule lists the major milestones for the development and adoption of the 2019 ATP:

Draft ATP Guidelines presented to Commission	<del>March 21</del> <u>January 31</u> , 2018*
Commission hearing and adoption of ATP Guidelines	<del>May</del> <u>March 16-21</u> , 2018*
Commission adopts ATP Fund Estimate	<del>May 16</del> <u>Feb 21-22</u> , 2018*
Call for projects	<del>March</del> <u>May 16</u> <del>26</del> , 2018
Large MPOs submit optional guidelines to Commission	<del>May</del> <u>April 31</u> , 2018
Project applications to Caltrans (postmark date)	<del>July</del> <u>June 31-8</u> , 2018
Commission approves or rejects MPO guidelines	<del>August</del> <u>May 15-16-17</u> , 2018*
Staff recommendation for statewide and small urban and rural portions of the program posted	<del>December</del> <u>October 31</u> , 2018
Commission adopts statewide and small urban and rural portions of the program	<del>January</del> <u>December 5-6</u> , 2018**
Projects not programmed distributed to large MPOs based on location	<del>December 5-6</del> <u>January</u> , 2019*
Deadline for MPO <b>Draft</b> project programming recommendations to the Commission	<del>January</del> <u>February 15</u> , 2019
Deadline for MPO <b>Final</b> project programming recommendations to the Commission	<del>April 1</del> <u>February 5</u> , 2019
Commission adopts MPO selected projects	<del>June</del> <u>March</u> 2019**

\*Dates coincide with the Commission’s adopted 2018 CTC meeting calendar.

\*\*Exact dates will coincide with the Commission’s adopted 2019 CTC meeting calendar.

## **Funding**

### **4. Source**

The Active Transportation Program is funded from various federal and state funds appropriated in the annual Budget Act. These are:

- 100% of the federal Transportation Alternative Program funds, except for federal Recreation Trail Program funds appropriated to the Department of Parks and Recreation.
- \$21 million of federal Highway Safety Improvement Program funds or other federal funds.
- State Highway Account funds.
- Road Maintenance and Rehabilitation Account

In addition to furthering the goals of this program, all Active Transportation Program projects must meet eligibility requirements specific to at least one Active Transportation Program funding source.

## 5. Programming Cycle

Each Active Transportation Program programming cycle will include four years of funding. The 2019 Active Transportation Program will cover fiscal years 2019-20 through 2022-23.

## 6. Distribution

State and federal law segregate the Active Transportation Program into multiple, overlapping components. The Active Transportation Program Fund Estimate must indicate the funds available for each of the program components. Consistent with these requirements, the Active Transportation Program funds must be distributed as follows:

- Forty percent to Metropolitan Planning Organizations (MPO) in urban areas with populations greater than 200,000.

These funds must be distributed based on total MPO population. The funds programmed and allocated under this paragraph must be selected through a competitive process by the MPOs in accordance with these guidelines.

Projects selected by MPOs may be in large urban, small urban, or rural areas.

A minimum of 25% of the funds distributed to each MPO must benefit disadvantaged communities.

The following statutory requirements apply specifically to the Southern California Association of Governments (SCAG)

- SCAG must consult with county transportation commissions, the Commission, and Caltrans in the development of competitive project selection criteria.
- The criteria used by SCAG should include consideration of geographic equity, consistent with program objectives.
- SCAG must place priority on projects that are consistent with plans adopted by local and regional governments within the county where the project is located.
- SCAG must obtain concurrence from the county transportation commissions.
- Ten percent to small urban and rural areas with populations of 200,000 or less, with projects competitively awarded by the Commission to projects in those regions. Federal law segregates the Transportation Alternative Program into separate small urban and rural competitions based upon their relative share of the state population. Small Urban areas are those with populations of 5,001 to 200,000. Rural areas are those with populations of 5,000 or less.

A minimum of 25% of the funds in the Small Urban and Rural programs must benefit disadvantaged communities.

Projects within the boundaries of an MPO with an urban area with a population of greater than 200,000 are not eligible for funding in the Small Urban or Rural programs.



- Fifty percent to projects competitively awarded by the Commission on a statewide basis.

A minimum of 25% of the funds in the statewide competitive program must benefit disadvantaged communities.

- \$4 million per year from the Road Maintenance and Rehabilitation Account to the California Conservation Corps for active transportation projects to be developed and implemented by the California Conservation Corps and certified community conservation corps. Not less than 50 percent of these funds shall be in the form of grants to certified local community conservation corps, as defined in Section 14507.5 of the Public Resources Code.

## 7. Matching Requirements

Although the Commission encourages the leveraging of additional funds for a project, matching funds are not required. Matching funds must be expended concurrently and proportionally to the Active Transportation Program funds. Costs incurred prior to allocation will not be counted towards match.

The applicant must provide a project funding plan through construction that demonstrates the supplemental funding in the plan (local, federal, state, private sources) is reasonably expected to be available and sufficient to complete the project.

Large MPOs, in administering a competitive selection process, may require a funding match for projects selected through their competitive process. Applicants from within a large MPO should be aware that the match requirements may differ between the MPO and statewide competitive programs.

## 8. Funding for Active Transportation Plans

Funding from the Active Transportation Program may be used to fund the development of community-wide active transportation plans within or, for area-wide plans, encompassing disadvantaged communities, including bike, pedestrian, safe routes to schools, or comprehensive active transportation plans. A list of the components that must be included in an active transportation plan can be found in the attached Appendix.

The Commission intends to set aside up to 2% of the funds in the statewide competitive component and in the small urban and rural component for funding active transportation plans in predominantly disadvantaged communities. A large MPO, in administering its portion of the program, may make up to 2% of its funding available for active transportation plans in disadvantaged communities within the MPO boundaries.

The first priority for the funding of plans will be for cities, counties, county transportation commissions, regional transportation planning agencies, MPOs, school districts, or transit districts that have neither a bicycle plan, a pedestrian plan, a safe routes to schools plan, nor a comprehensive active transportation plan. The second priority for the funding of plans will be for cities, counties, county transportation commissions, regional transportation planning agencies, or MPOs that have a bicycle plan or a pedestrian plan but not both. The lowest priority for funding of plans will be for updates of active transportation plans older than 5 years.

Applications for plans may not be combined with applications for infrastructure or other non-infrastructure projects.

## 9. Funding Restrictions

Active Transportation Program funds shall not supplant other committed funds and are not available to fund cost increases.

A project that is already fully funded or is a capital improvement to that is required as a condition for private development approval or permits is not eligible for funding from the Active Transportation Program.

## 10. Reimbursement

The Active Transportation Program is a reimbursement program for eligible costs incurred. Reimbursement is requested through the invoice process detailed in Chapter 5, Accounting/Invoices, Local Assistance Procedures Manual. Costs incurred prior to Commission allocation and, for federally funded projects, Federal Highway Administration project approval (i.e. Authorization to Proceed) are not eligible for reimbursement.

## Eligibility

### 11. Eligible Applicants

The applicant and/or implementing agency for Active Transportation Program funds assumes responsibility and accountability for the use and expenditure of program funds. Applicants and/or implementing agencies must be able to comply with all the federal and state laws, regulations, policies and procedures required to enter into a Local Administering Agency-State Master Agreement (Master Agreement). Refer to Chapter 4, Agreements, of the Local Assistance Procedures Manual for guidance and procedures on Master Agreements. The following entities, within the State of California, are eligible to apply for Active Transportation Program funds:

- Local, Regional or State Agencies- Examples include city, county, MPO\*, and Regional Transportation Planning Agency.
- Caltrans\* (Statewide Component only)
- Transit Agencies - Any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration.
- Natural Resources or Public Land Agencies - Federal, Tribal, State, or local agency responsible for natural resources or public land administration. Examples include:
  - State or local park or forest agencies
  - State or local fish and game or wildlife agencies
  - Department of the Interior Land Management Agencies
  - U.S. Forest Service
- Public schools or School districts.
- Tribal Governments - Federally-recognized Native American Tribes.

- Private nonprofit tax-exempt organizations may apply for projects eligible for Recreational Trail Program funds recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails. Projects must benefit the general public, and not only a private entity.
- Any other entity with responsibility for oversight of transportation or recreational trails that the Commission determines to be eligible.

For funding awarded to a tribal government, a fund transfer to the Bureau of Indian Affairs (BIA) may be necessary. A tribal government may also partner with another eligible entity to apply if desired.

*\* Caltrans and MPOs, except for MPOs that are also regional transportation planning agencies, are not eligible project applicants for the federal Transportation Alternative Program funds appropriated to the Active Transportation Program. Therefore, funding awarded to projects submitted directly by Caltrans and MPOs are limited to other Active Transportation Program funds. Caltrans and MPOs may partner with an eligible entity to expand funding opportunities.*

## 12. Partnering With Implementing Agencies

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. If another entity agrees to be the implementing agency and assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement (e.g., letter of intent) must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the first request for allocation.

The implementing agency will be responsible and accountable for the use and expenditure of program funds.

## 13. Eligible Projects

All projects must be selected through a competitive process and must meet one or more of the program goals. Because some of the majority of funds in the Active Transportation Program are federal funds, projects must be federal-aid eligible. Refer to Update to the Project Federal Aid Project Funding Guidelines – Item 4.9 January 2018 Commission Meeting

The Commission encourages applicants to apply for projects that provide a transformative benefit to a community or a region. In future cycles, the Commission may elect to fund one or more large transformative projects that significantly expands the active transportation opportunities in a community or a region. It is the intent of the Commission to fund one or more large projects do a transformative benefit to a community or region. Applicants should be encouraged to consider planning for... additional language pending...

- Infrastructure Projects: Capital improvements that will further the goals of this program. This typically includes the environmental, design, right-of-way, and construction phases of a capital (facilities) project. A new infrastructure project will not be programmed without a complete project study report (PSR) or PSR equivalent. The application will be



considered a PSR equivalent if it defines and justifies the project scope, cost and schedule. Though the PSR or equivalent may focus on the project components proposed for programming, it must provide at least a preliminary estimate of costs for all components. PSR guidelines are posted on the Commission's website: <http://www.catc.ca.gov/programs/ATP.htm>.

- Plans: The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan in a disadvantaged community.
- Non-infrastructure (NI) Projects: Education, encouragement, and enforcement activities that further the goals of the ATP. Non-infrastructure projects are not limited to those benefiting school students. NI projects can be start-up programs or new and/or expanded components of existing programs. The Commission intends to focus funding on start-up projects. A project is considered to be a start-up when no program currently exists. A project with new and/or expanded components to an existing program must demonstrate how the original program is continuing without ATP funding. ATP cannot fund existing or ongoing program operations. All NI projects must demonstrate how the program is sustainable and will be continued after ATP funding is exhausted.
- Infrastructure projects with non-infrastructure components.

### Example Projects

Below is a list of projects considered generally eligible for Active Transportation Program funding. This list is not intended to be comprehensive; other types of projects that are not on this list may also be eligible if they further the goals of the program. Components of an otherwise eligible project may not be eligible. For information on ineligible components, see the Department's Local Assistance/ATP website.

- Development of new bikeways and walkways that improve mobility, access, or safety for non-motorized users.
- Improvements to existing bikeways and walkways, which improve mobility, access, or safety for non-motorized users.
  - Elimination of hazardous conditions on existing bikeways and walkways.
  - Preventative maintenance of bikeways and walkways with the primary goal of improving the active transportation operations/usability extending the service life of the facility.
- Installation of traffic control devices to improve the safety of pedestrians and bicyclists.
- Safe Routes to School projects that improve the safety of children walking and bicycling to school, in accordance with Section 1404 of Public Law 109-59.
- Safe routes to transit projects, which will encourage transit by improving biking and walking routes to mass transportation facilities and school bus stops.
- Secure bicycle parking at employment centers, park and ride lots, rail and transit stations, and ferry docks and landings for the benefit of the public.
- Bicycle-carrying facilities on public transit, including rail and ferries.
- Establishment or expansion of a bike share program.

- Recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails.
- Development of a community wide bike, pedestrian, safe routes to schools, or active transportation plan in a disadvantaged community.
- Education programs to increase bicycling and walking, and other non-infrastructure investments that demonstrate effectiveness in increasing active transportation. Components may include but are not limited to:
  - Development and implementation of bike-to-work or walk-to-work school day/month programs.
  - Conducting bicycle and/or pedestrian counts, walkability and/or bikeability assessments or audits, or pedestrian and/or bicycle safety analysis.
  - Conducting pedestrian and bicycle safety education programs.
  - Development and publishing of community walking and biking maps, including school route/travel plans.
  - Development and implementation of walking school bus or bike train programs.
  - Components of open streets events directly linked to the promotion of a new infrastructure project or designed to promote walking and biking on a daily basis.
  - Targeted enforcement activities around high pedestrian and/or bicycle injury and/or fatality locations (intersections or corridors). These activities cannot be general traffic enforcement but must be tied to improving pedestrian and bicyclist safety.
  - School crossing guard training.
  - School bicycle clinics.
  - Development and implementation of programs and tools that maximize use of available and emerging technologies to implement the goals of the Active Transportation Program.

#### **14. Minimum Request for Funds**

In order to maximize the effectiveness of program funds and to encourage the aggregation of small projects into one larger comprehensive project, the minimum request for Active Transportation Program funds that will be considered is \$250,000. This minimum does not apply to non-infrastructure projects, Safe Routes to Schools projects, Recreational Trail projects, and plans.

MPOs, in administering a competitive selection process, may use a different minimum funding size. Use of a minimum project size greater than \$500,000 must be approved by the Commission prior to an MPO's call for projects.

#### **15. Project Type Requirements**

The Active Transportation Program, as conceived in SB 99, only specifies one funding distribution requirement beyond the funding split between the three program components. SB 99 specifies that at least 25% of funds must benefit disadvantaged communities in each of the program components. However the Active Transportation Program includes many other project categories that must meet certain requirements. Below is an explanation of the requirements specific to those project categories.



## A. Disadvantaged Communities

For a project to contribute toward the Disadvantaged Communities funding requirement, the project must clearly demonstrate, with verifiable information, a direct, meaningful, and assured benefit to a disadvantaged community. To count as providing a benefit, a project must fulfill an important need of low-income people in a way that provides a significant benefit and targets its benefits primarily to low-income people while avoiding substantial burdens on a disadvantaged community.

For a project to qualify as directly benefiting a disadvantaged community, the project must be located within or in reasonable proximity and have a direct connection, to the disadvantaged community served by the project; or the project must be an extension or a segment of a larger project that connects to or directly adjacent to that disadvantaged community. It is incumbent upon the applicant to clearly articulate how the project benefits the disadvantaged community; there is no presumption of benefit, even for projects located within a disadvantaged community. To qualify as a disadvantaged community the community served by the project must meet at least one of the following criteria:

- **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 2012-2014 American Community Survey (<\$51,026.49,191). 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://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>
- **CalEnviroScreen:** 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 3.0 (CalEnviroScreen 3.0) 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/>
- **National School Lunch Program:** 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/files/sp.asp>. Applicants using this measure must indicate 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.
- **Regional Definition** For the statewide and small urban & rural competitive portions of the Active Transportation Program a regional definition of disadvantaged communities must be adopted as part of a regular 4-year cycle adoption of a Regional Transportation Plan (RTP)/ Sustainable Communities Strategy (SCS) by an MPO or RTPA per obligations with Title VI of the Federal Civil Rights Act of 1964. Any regional definition, such as “environmental justice communities” or “communities of concern,” must document a robust public outreach process that includes the input of community stakeholders, and be stratified based on severity. Justification for a regional definition, including RTP/SCS adopting actions, public outreach documentation, and severity stratification, must be submitted to the California Transportation Commission (CTC) no later than June 1, 2018 the adoption date of the statewide ATP guidelines in order to be considered for use. CTC staff will make the final determination of the eligibility of regional definitions by June 29, 2018 at least one month prior to the statewide application due date. (Will work with MPOs to establish reasonable date)

It is the intent of the Commission that if a region elects to adopt a regional definition of disadvantaged communities that this definition will be used for the region's broader planning purposes rather than only for Active Transportation Program grant funding.

- **Native American Tribal Lands:** Projects located within Federally Recognized Tribal Lands (typically within the boundaries of a Reservation or Rancheria).
- Other:
  - 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.

MPOs, in administering a competitive selection process, may use different criteria for determining which projects benefit Disadvantaged Communities if the criteria are approved by the Commission prior to an MPO's call for projects.

#### **G. 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. Safe Routes to Schools infrastructure projects must be located within two miles of a public school or within the vicinity of a public school bus stop and the students must be the intended beneficiaries of the project. Other than traffic education and enforcement activities, non-infrastructure projects do not have a location restriction.

#### **H. Recreational Trails Projects**

Trail projects that are primarily recreational should meet the federal requirements of the Recreational Trails Program as such projects may not be eligible for funding from other sources ([http://www.fhwa.dot.gov/environment/recreational\\_trails/](http://www.fhwa.dot.gov/environment/recreational_trails/)).

#### **I. Active Transportation Resource Center**

Typical Active Transportation Resource Center roles include:

- Providing technical assistance and training resources to help agencies deliver existing and future projects and to strengthen community involvement in future projects including those in disadvantaged communities.
- Assisting with program evaluation.

The Commission intends to fund a state technical assistance center by programming funds to the Department, who will administer contracts to support all current and potential Active Transportation Program applicants.

## **Project Selection Process**

### **16. Project Application**

ATP project applications will be available at: [www.dot.ca.gov/hq/LocalPrograms/atp/index.html](http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html).

There will be five different applications available for applicants to complete depending on the project type and size. It is incumbent on the applicant to complete the application appropriate for their project. The five application types are:

- A. Large Project, Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total project cost of greater than \$7 million will be considered a Large Project and must use the Large Project application. Any project requesting over \$10M in ATP funding will required an onsite field review with Caltrans and CTC staff.
- B. Medium Project, Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total project cost between \$1.5 million to \$ 7 million will be considered a Medium Project and must use the Medium Project application.
- C. Small Project, Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total project cost less than \$1.5 million will be considered a Small Project and must use the Small Project application.
- D. Non-infrastructure Only
- E. Plan

A project application must include the signature of the Chief Executive Officer or other officer authorized by the applicant's governing board. Where the project is to be implemented by an agency other than the applicant, documentation of the agreement between the project applicant and implementing agency must be submitted with the project application. A project application must also include documentation of all other funds committed to the projects.

**Information on how to submit project application will be posted at: [www.dot.ca.gov/hq/LocalPrograms/atp/index.html](http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html) and [www.catc.ca.gov/programs/ATP.htm](http://www.catc.ca.gov/programs/ATP.htm) prior to the call for projects.**

A copy of the project application must also be sent to the Regional Transportation Planning Agency or County Transportation Commission within which the project is located and to the MPO (a contact list can be found at [www.dot.ca.gov/hq/tpp/offices/orip/](http://www.dot.ca.gov/hq/tpp/offices/orip/)). The copy may be hard copy or electronic – check with your regional agency or county commission for their preference.

### **17. Sequential Project Selection**

All project applications, must be submitted to Caltrans for consideration in the statewide competition.

Projects not selected for programming in the statewide competition must be considered in the large MPO competition or the Small Urban and Rural competitions.



### 18. MPO Competitive Project Selection

As stated above, projects not selected for programming in the statewide competition must be considered by the MPOs in administering a competitive selection process.

An MPO choosing to use the same project selection criteria and weighting, minimum project size, match requirement, and definition of disadvantaged communities as used by the Commission for the statewide competition may delegate its project selection to the Commission. An MPO delegating its project selection to the Commission may not conduct a supplemental call for projects.

An MPO, with Commission approval, may use a different project selection criteria or weighting, minimum project size, match requirement, and/or definition of disadvantaged communities for its competitive selection process. Use of a minimum project size of \$500,000 or less, or of a different match requirement than in the statewide competitive program does not require prior Commission approval. An MPO may also elect to have a supplemental MPO specific call for projects. The projects received in this call must be considered along with those not selected through the statewide competition.

In administering a competitive selection process, an MPO must use a multidisciplinary advisory group to assist in evaluating project applications. The Commission will provide a checklist to the MPOs that includes what the MPO must submit with its programming recommendations to the Commission including:

- List of the members of its multidisciplinary advisory group
- Description of unbiased project selection methodology
- Program spreadsheet with the following elements
  - All projects evaluated
  - Projects recommended with total project cost, request amount, fiscal years, phases, state only funding requests, amount benefiting disadvantaged communities
  - Project type designations such as Non-infrastructure, Safe Routes to School, etc.
- Board resolution approving program of projects
- Updated Project Programming Requests (PPRs)

**The Commission also may require each MPO to participate in a teleconference between Commission staff, Caltrans staff and MPO staff to review submittal completeness and accuracy. If Commission staff determines that an MPO submittal is not complete or accurate enough for adoption, then Commission staff may elect to postpone that MPO's program until such time as the submittal is deemed ready for adoption.**

### 19. Screening Criteria

Nominations will receive an initial screening by the Commission for completeness and eligibility, before moving to the evaluation process. Incomplete or ineligible applications may not be evaluated.

Before evaluation, project applications will be screened for the following:

- Consistency with an adopted regional transportation plan.
- Use of appropriate application.
- Supplanting Funds: A project that is already fully funded will not be considered for funding in the Active Transportation Program. ATP funds cannot be used to supplant other committed funds.
- Eligibility of project: Project must be one of the four types of projects listed in Section 11 of these guidelines.

## 20. Scoring Criteria

Proposed projects will be scored and ranked on the basis of applicant responses to the project type criteria below. Project programming recommendations may not be based strictly on the rating criteria given the various components of the Active Transportation Program and requirements of the various fund sources.

### To Be Determined

Plan

Non-infrastructure

Small Project – Infrastructure and Infrastructure/Non-infrastructure

Medium Project – Infrastructure and Infrastructure/Non-infrastructure

Large Project – Infrastructure and Infrastructure/Non-infrastructure

## 21. Project Selection between Project Applications with the Same Score

If two or more projects applications receive the same score that is the funding cut-off score, the following criteria will be used to determine which project(s) will be funded in the following priority order:

- Infrastructure projects
- Construction readiness
- Highest score on the highest point value question
- Highest score on the second highest point value question (on the Plan application, this includes questions 3 & 4)

## 22. Project Evaluation Committee

Commission staff will form a multidisciplinary Project Evaluation Committee to assist in evaluating project applications. In forming the Project Evaluation Committee, staff will seek participants with expertise in bicycling and pedestrian transportation, including Safe Routes to Schools type projects, and in projects benefiting disadvantaged communities, and will seek geographically balanced representation from state agencies, large MPOs, regional transportation planning agencies, local jurisdictions in small urban and rural areas, and non-governmental organizations.

Priority for participation in the evaluation committee will be given to those who do not represent a project applicant, or will not benefit from projects submitted by others. The Commission will consider approval of a competitive grant only when it finds that the grant request meets the requirements of statute.

In reviewing and selecting projects to be funded with federal Recreational Trail program funds, the Commission and/or Caltrans staff will collaborate with the Department of Parks and Recreation to evaluate proposed projects.

MPOs, in administering a competitive selection process, must use a multidisciplinary advisory group, similar to the aforementioned Project Evaluation Committee, to assist in evaluating project applications.

## **Programming**

### **23. Program of Projects**

Following at least one public hearing, the Commission will adopt a program of projects for the Active Transportation Program, by April 1 of each odd numbered year. The Active Transportation Program must be developed consistent with the fund estimate and the amount programmed by fiscal year must not exceed the amount identified in the fund estimate.

The program of projects for each fiscal year will include, for each project, the amount to be funded from the Active Transportation Program, and the estimated total cost of the project. In the case of a large project delivered in segments, include the total cost of the segment for which ATP funds are requested. Project costs in the Active Transportation Program will include costs for each of the following components: (1) permits and environmental studies; (2) plans, specifications, and estimates; (3) right-of-way; and (4) construction. For projects anticipated to be delivered using the design-build or design-sequencing contracting method, the construction component shall include costs for design and right-of way. The cost of each project component will be listed in the Active Transportation Program no earlier than in the fiscal year in which the particular project component can be implemented.

### **24. Committed/Uncommitted Funds**

The Commission will program and allocate funding to projects in whole thousands of dollars and will include a project only if it is fully funded from a combination of Active Transportation Program funds and other committed funds with the exception of the two situations described below:

The Commission will propose to fund only preconstruction components for a project in the following two situations:

- The project is at the funding cut-off for an MPO in their MPO component and there are not enough available funds to fund the full project. The applicant must demonstrate the means by which it intends to fund the construction of a useable segment, consistent with the regional transportation plan.



- Projects that fall into the Large Infrastructure category as defined in Section 16 of these Guidelines. The applicant must demonstrate the means by which it intends to fund the construction of a useable segment, consistent with the regional transportation plan.

An applicant proposing to fund only preconstruction components of a project must detail the plan for securing a funding commitment; explain the risk of not securing that commitment, and its plan for securing an alternate source of funding should the commitment not be obtained. If a project with uncommitted funds is programmed, all funding commitments must be secured prior to July 1 of the fiscal year in which the project is programmed or the project will be removed from the program.

Projects programmed by the Commission in the Active Transportation Program will not be given priority in other programs under the Commission's purview.

The Commission will program and allocate funding to projects in whole thousands of dollars and will include a project only if it is fully funded from a combination of Active Transportation Program and other committed funding. The Commission will regard funds as committed when they are programmed by the Commission or when the agency with discretionary authority over the funds has made its commitment to the project by ordinance or resolution. For federal formula funds, including Surface Transportation Program, Congestion Mitigation and Air Quality Improvement Program, and federal formula transit funds, the commitment may be by Federal approval of the Federal Statewide Transportation Improvement Program. For federal discretionary funds, the commitment may be by federal approval of a full funding grant agreement or by grant approval.

If the program of projects adopted by the Commission does not program the full capacity identified in the fund estimate for a given fiscal year, the balance will remain available to advance programmed projects. Subject to the availability of federal funds, a balance not programmed in one fiscal year will carry over and be available for projects in the following fiscal year.

## 25. Contingency List

The Commission may identify a contingency list of project to be amended into the program in the event a programmed project has returned award savings or is deleted from the program. This contingency list will be in effect only until the adoption of the next programming cycle.

## Program/Project Amendments

### 26. Amendment Requests

Project amendments will be considered for the Active Transportation Program as follows:

- Scope Changes – The Commission may consider changes to the scope of the project only as described below.



- Cost Changes – The Active Transportation Program will not participate in any cost increases to the project. If there is a change in the cost estimate, the implementing agency must notify Caltrans as described below.
- Schedule Changes – Schedule changes to a project will not be considered unless a time extension was approved as specified in Section XX.

Project amendments requested by implementing agencies shall receive the approval of all partner and funding entities before presentation to the Commission. Amendment requests should be submitted in a timely manner and include documentation that supports the requested change and its impact on the scope, cost, schedule and benefits.

Caltrans shall coordinate all amendment requests and utilize the Project Programming Request to help document the change. Implementing agencies must notify Caltrans in writing of proposed project scope changes. This notification must include the following:

- An explanation of the proposed scope change.
- The reason for the proposed scope change.
- The impact the proposed scope change would have on the overall cost of the project.
- An estimate of the impact the proposed scope change would have on the potential of the project to deliver the project benefits as compared to the benefits identified in the project application (increase or decrease in benefit) and an explanation of the methodology used to develop the aforementioned estimates.

Caltrans will review the proposed scope change and forward the proposed scope change with Caltrans' written analysis and recommendation to the Commission for the Commission's approval.

Commission staff may also request that the Project Review Committee review and make a recommendation on amendment requests.

Commission staff will present recommended scope changes deemed by staff to be minor changes, such as those with little or no impact to project benefits or which increase the benefits of the project, to the Commission as a part of the project allocation request. Staff will present recommendations to disapprove minor scope changes and recommendations to approve or disapprove more significant scope changes to the Commission as project amendments.

### **Allocations**

When an agency is ready to implement a project or project component, the agency will submit an allocation request to Caltrans. The typical time required, after receipt of the request, to complete Caltrans review and recommendation and Commission allocation is 60 days.

Caltrans will review the request and determine whether or not to recommend the request to the Commission for action. The Commission will consider the allocation of funds for a project when it receives an allocation with a recommendation from Caltrans. The recommendation will include a determination of project readiness, the availability of appropriated funding, and the availability of all identified and committed supplementary funding. When Caltrans develops its construction allocation recommendation, the Commission expects Caltrans to certify that a project's plans

specifications and estimate are complete, environmental and right-of-way clearances are secured, and all necessary permits and agreements are executed. Projects using the design-build or design-sequencing contracting methods shall be considered ready for allocation upon completion of environmental clearance. Readiness for projects to be transferred to FTA shall be consistent with FTA's definition of readiness for obligation.

In compliance with Section 21150 of the Public Resources Code, the Commission will not allocate funds for a non-infrastructure project or plan, or for design, right-of-way, or construction of an infrastructure project, prior to documentation of environmental clearance under the California Environmental Quality Act. As a matter of policy, the Commission will not allocate funds, other than for the environmental phase, for a federally funded project prior to documentation of environmental clearance under the National Environmental Policy Act. Exceptions to this policy may be made in instances where federal law allows for the acquisition of right-of-way prior to completion of National Environmental Policy Act review.

Where the project is to be implemented by an agency other than the applicant, the allocation request must include a copy of the Memorandum of Understanding or Interagency Agreement between the project applicant and implementing agency.

The Commission will approve the allocation if the funds are available and the allocation is necessary to implement the project as included in the adopted Active Transportation Program. If there are insufficient program funds to approve an allocation, the Commission may delay the allocation of funds to a project,

In order to ensure the timely use of all program funds, the Commission will, in the last quarter of the fiscal year, allocate funds to projects programmed in a future fiscal year on a first-come, first served basis. If there are insufficient funds, the Commission may delay the allocation of funds to a project until the next fiscal year without requiring an extension. Should requests for allocations exceed available capacity, the Commission will give priority to projects programmed in the current-year.

Allocation requests for a project in the MPO selected portion of the program must include a recommendation by the MPO.

## **27. FTA Transfers**

- Project sponsors shall notify Caltrans as early as possible following programming, so that funding eligible for transfer from FHWA to FTA can be assigned in a timely manner to the project.
- Caltrans shall make a recommendation to the Commission regarding the readiness of the project for allocation using the same criteria used by the FTA to determine readiness for obligation.

## **Project Delivery**

### **28. Letter of No Prejudice**

The Commission will consider approval of a Letter of No Prejudice (LONP) to advance a project programmed in the Active Transportation Program. Approval of the LONP will allow the agency to begin work and incur eligible expenses prior to allocation. The Amended LONP Guidelines were adopted in October 2017 and are on the Commission's website.

### **29. Timely Use of Funds**

Active Transportation Program allocations must be requested in the fiscal year of project programming, and construction allocations are valid for award for six months from the date of allocation unless the Commission approves an extension.

The Commission may extend the deadline only once for allocation and only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed twelve months. If extraordinary issues exist that require a longer extension, the implementer may request up to 20 months for allocation only. Extension requests for a project in the MPO selected portion of the program must include a recommendation by the MPO, consistent with the preceding requirements.

Funds allocated for project development or right-of-way costs must be expended by the end of the second fiscal year following the fiscal year in which the funds were allocated. The implementing agency must invoice Caltrans for these costs no later than 180 days after the fiscal year in which the final expenditure occurred.

The Commission may extend the deadline only once for contract award and only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed twelve months.

After award of the contract, the implementing agency has up to 36 months to complete (accept) the contract. At the time of fund allocation, the Commission may extend the deadline for completion of work and the liquidation of funds if necessary to accommodate the proposed expenditure plan for the project.

The Commission may extend the deadlines for expenditures for project development or right-of-way, or for contract completion no more than one time, only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed more than 12 months for project completion and 12 months for expenditure.

Except for the allocation of funds, the request to extend the deadline for any of the above must be received by Caltrans prior to the expiration date. For allocation of funds, the time extension must be approved by the Commission by June 30th of the year the funds are programmed; otherwise the funds will lapse as specified in this section.



Where a project component will not be ready for allocation as programmed in the current fiscal year, the implementing agency should request an extension of the allocation deadline rather than a project amendment.

Projects must commence right-of-way acquisition or actual construction with-in 10 years of receiving pre-construction funding through the Active Transportation Program, or the implementing agency must repay the Active Transportation Program funds. Repaid funds will be made available for redistribution in the subsequent programming cycle.

If there are insufficient funds, the Commission may delay the allocation of funds to a project until the next fiscal year without requiring an extension.

The implementing agency must enter into a cooperative agreement with Caltrans and, if the project is federally funded, obligate the federal funds within six months.

It is incumbent upon the implementing agency to develop accurate project cost estimates. If the amount of a contract award is less than the amount allocated, or if the final cost of a component is less than the amount allocated, the savings generated will not be available for future programming.

Caltrans will track the delivery of Active Transportation Program projects and submit to the Commission a semiannual report showing the delivery of each project phase.

### **30. Delivery Deadline Extensions**

The Commission may extend a delivery deadline, as described in Section XX, upon the request of the implementing agency. No deadline may be extended more than once. However, there are separate deadlines for allocations, contract award, expenditures, and project completion. Each project component has its own deadlines. The Commission may consider the extension for each of the deadlines separately.

All requests for project delivery deadline extensions shall be submitted directly to Caltrans for processing prior to the expiration date. The extension request should describe the specific circumstance that justifies the extension and identify the delay directly attributable to the circumstance. Caltrans will review and prepare a written analysis of the proposed extension requests and forward the written analysis and recommendation to the Commission for action.

### **31. Federal Requirements**

Unless programmed for state-only funding, project applicants must comply with the provisions of Title 23 of the U.S. Code of Federal Regulations and with the processes and procedures contained in the Caltrans Local Assistance Procedures Manual and the Master Agreement with Caltrans. Below are examples of federal requirements that must be met when administering Active Transportation Program projects.

- National Environmental Policy Act (NEPA) compliance and documentation is required on all projects. Refer to Chapter 6, Environmental Procedures, of the Local Assistance Procedures Manual for guidance and procedures on complying with NEPA and other federal environmentally related laws.



- Project applicants may not proceed with the final design of a project or request "Authorization to proceed with Right-of-Way" or "Authorization to proceed with Construction" until Caltrans has signed a Categorical Exclusion, a Finding of No Significant Impact, or a Record of Decision. Failure to follow this requirement will make the project ineligible for federal reimbursement.
- If the project requires the purchase of right of way (the acquisition of real property), the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 apply. For more information, refer to Chapter 13, Right of Way, of the Local Assistance Procedures Manual.
- If the project applicant requires the consultation services of including, but not limited to, architects, landscape architects, land surveyors, or engineers, the procedures in the Chapter 10, Consultant Selection, of the Local Assistance Procedures Manual must be followed. The naming of a Partner in the application does not negate this requirement.
- Contract documents are required to incorporate applicable federal requirements such as Davis Bacon wage rates, competitive bidding, Disadvantaged Business Enterprises/Equal Employment Opportunity provisions, etc. For more information, refer to Chapter 9, Civil Rights and Disadvantaged Business Enterprises, and Chapter 12, Plans, Specifications & Estimate, of the Local Assistance Procedures Manual
- Failure to comply with federal requirements may result in the repayment to the State of Active Transportation Program funds.

### **32. Design Standards**

Streets and Highways Code Section 891 requires that all city, county, regional, and other local agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted utilize all minimum safety design criteria established by Caltrans, except that an agency may utilize other minimum safety design criteria if specific conditions are met, as described in Streets and Highways Code Section 891(b). *Chapter 11, Design Standards, of the Caltrans Local Assistance Procedures Manual describes statewide design standards, specifications, procedures, guides, and references that are acceptable in the geometric, drainage, and structural design of Local Assistance projects.*

For capital projects off the state highway system, the project applicant will be responsible for the ongoing operations and maintenance of the facility. If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.

All facilities constructed using Active Transportation Program funds cannot revert to a non-Active Transportation Program use for a minimum of 20 years or its actual useful life as documented in the project application, whichever is less, without approval of the Commission.

### **33. Project Inactivity**

Once funds for a project are encumbered, project applicants are expected to invoice on a regular basis (for federal funds, see 23 CFR 630.106 and the Caltrans' Inactive Obligation Policy). Failure to do so will result in the project being deemed "inactive" and subject to de-obligation if proper justification is not provided.

### **34. Project Cost Savings**

Savings at contract award may be used to expand the scope of the project only if the expanded scope provides additional quantifiable benefits. The expanded scope must be approved by the Commission's Executive Director prior to contract award. All other contract award savings will be returned proportionally.

Savings at project completion must be returned proportionally except when an agency has, subsequent to project programming, committed additional funds to the project to fund a cost increase. In such instances, savings at project completion may be returned to other fund types first, until the proportions match those at programming. Any additional savings at project completion must be returned proportionally.

Any amount allocated for environmental may also be expended for design. In addition, a local agency may expend an amount allocated for environmental, design, right of way, construction (infrastructure) or construction (non-infrastructure) for another allocated project component, provided that the total expenditure shifted to a component in this way is not more than 20 percent of the amount actually allocated for either component. This means that the amount transferred by a local agency from one component to another may be no more than 20 percent of whichever of the components has received the smaller allocation from the Commission.

If an implementing agency requests an allocation of funds in an amount that is less than the amount programmed, the balance of the programmed amount may be allocated to a programmed project advanced from a future fiscal year. Project savings, including savings from projects programmed in the MPO component, will return to the overall ATP and be available to a programmed project advanced from a future fiscal year.

### **35. Project Reporting**

As a condition of the project allocation, the Commission requires the implementing agency to submit semi-annual reports on the activities and progress made toward implementation of the project and a final delivery report. An agency implementing a project in the MPO selected portion of the program must also submit copies of its semi-annual reports and of its final delivery report to the MPO. The purpose of the reports is to ensure that the project is executed in a timely fashion and is within the scope and budget identified when the decision was made to fund the project.

Within one year of the project becoming operable, the implementing agency must provide the following information to Caltrans to be included in a final delivery report to the Commission which includes:

- The scope of the completed project as compared to the programmed project.
- Before and after photos documenting the project.
- The final costs as compared to the approved project budget.
- Its duration as compared to the project schedule in the project application.

- Performance outcomes derived from the project as compared to those described in the project application. This should include before and after pedestrian and/or bicycle counts, and an explanation of the methodology for conducting counts.
- Actual use of the California Conservation Corps or qualified community conservation corps as compared to the use described in the project application.

Please note that the final delivery report required by this section is in addition to the aforementioned Final Report of Expenditures.

For the purpose of this section, a project becomes operable when the construction contract is accepted or acquired equipment is received, or in the case of non-infrastructure activities, when the activities are complete.

Caltrans must audit a selection of Active Transportation Program projects to evaluate the performance of the project, determine whether project costs incurred and reimbursed are in compliance with the executed project agreement or approved amendments thereof; state and federal laws and regulations; contract provisions; and Commission guidelines, and whether project deliverables (outputs) and outcomes are consistent with the project scope, schedule and benefits described in the executed project agreement or approved amendments thereof. A report on the projects audited must be submitted to the Commission annually.

## **Roles and Responsibilities**

### **36. California Transportation Commission (Commission)**

The Commission responsibilities include:

- Adopt guidelines, policies, and application for the Active Transportation Program.
- Adopt Active Transportation Program Fund Estimate.
- Evaluate, score and rank projects, including forming and facilitating the Project Evaluation Committee.
- In consultation with Regional Agencies and Caltrans, recommend and adopt a program of projects, including:
  - The statewide component of the Active Transportation Program,
  - The small urban & rural component of the Active Transportation Program, and
  - The MPO selected component of the program based on the recommendations of the MPOs.
  - Ensure that at least 25% of the funds benefit disadvantaged communities.
- For the small urban & rural component, maintain a contingency list of projects to be amended into the program in the event a programmed project is delivered for less or fails, approve and recommend such amendments for Commission approval. This contingency list will be provided to the Commission and will be in effect only until the adoption of the next statewide program.
- Post recommendations and final adopted list of approved projects on the Commission's website.



- Allocate funds to projects.
- Evaluate and report to the legislature.

### **37. California Department of Transportation (Caltrans)**

Caltrans has the primary responsibility for the administration of the adopted Active Transportation Program. Responsibilities include:

- Provide statewide program and procedural guidance (i.e. provide project evaluation of materials and instructions), conduct outreach through various networks such as, but not limited to, the Active Transportation Program website, and at conferences, meetings, or workgroups.
- Provide program training.
- Solicit project applications for the program.
- Perform eligibility and deliverability reviews of Active Transportation Program projects and inform the Commission of any identified issues as they arise.
- Assist as needed in functions such as facilitating project evaluation teams and evaluating applications.
- Notify successful applicants of their next steps after each call for projects.
- Recommend project allocations (including funding type) to the Commission.
- Track and report on project implementation, including project completion.
- Perform audits of selected projects in accordance with generally accepted government auditing standards.
- Serve as the main point of contact in project implementation, including administering the contract(s) for the Active Transportation Resource Center.

### **38. Metropolitan Planning Organizations (MPOs) With Large Urbanized Areas**

MPOs with large urbanized areas are responsible for overseeing a competitive project selection process in accordance with these guidelines. The responsibilities include:

- Ensure that at least 25% of the funds in each MPO benefit disadvantaged communities.
- If using different project selection criteria or weighting, minimum project size greater than \$500,000, match requirement, or definition of disadvantaged communities for its competitive selection process, the MPO must obtain Commission approval prior to the MPO's call for projects.
- If electing to have a supplemental MPO specific call for projects, the projects within the MPO boundaries that were not selected through the statewide competition must be considered along with those received in the supplemental call for projects. An MPO must notify the Commission of their intent to have a supplemental call no later than the application deadline.
- In administering a competitive selection process, an MPO must use a multidisciplinary advisory group to assist in evaluating project applications.
- In administering a competitive selection process, an MPO must explain how the projects recommended for programming by the MPO include a broad spectrum of projects to



benefit pedestrians and bicyclists. The explanation must include a discussion of how the recommended projects benefit students walking and cycling to school.

- An MPO choosing to use the same project selection criteria and weighting, minimum project size, match requirement, and definition of disadvantaged communities as used by the Commission for the statewide competition may delegate its project selection to the Commission. An MPO delegating its project selection to the Commission must notify the Commission by the application deadline, and may not conduct a supplemental call for projects.
- If electing to have a contingency list of projects to be amended into the program in the event a programmed project is delivered for less or fails, approve and recommend such amendments for Commission approval. This contingency list will be provided to the Commission and will be in effect only until the adoption of the next statewide program.
- Recommend allocation requests for a project in the MPO selected portion of the program.
- Determine which projects to advance and make that recommendation to the Commission in consultation with Commission staff and Caltrans.
- Submit an annual assessment of its portion of the program in terms of its effectiveness in achieving the goals of the Active Transportation Program.

In addition, the following statutory requirements apply specifically to the Southern California Association of Governments (SCAG):

- SCAG must consult with county transportation commissions, the Commission, and Caltrans in the development of competitive project selection criteria. The criteria should include consideration of geographic equity, consistent with program objectives.
- SCAG must place priority on projects that are consistent with plans adopted by local and regional governments within the county where the project is located.
- SCAG must obtain concurrence from the county transportation commissions.

### **39. Regional Transportation Planning Agencies (RTPAs) Outside an MPO with Large Urbanized Areas and MPOs without Large Urbanized Areas**

These Regional Transportation Planning Agencies and MPOs (outside the nine large MPOs) may make recommendations or provide input to the Commission regarding the projects within their boundaries that are applying for Active Transportation Program funding.

### **40. Project Applicant**

Project applicants nominate Active Transportation Program projects for funding consideration. If awarded Active Transportation Program funding for a submitted project, the project applicant (or partnering implementing agency if applicable) has contractual responsibility for carrying out the project to completion and complying with reporting requirements in accordance with federal, state, and local laws and regulations, and these guidelines.

For infrastructure projects off the state highway system, the project applicant will be responsible for the ongoing operations and maintenance of the facility. If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement must be submitted with the project application, and a copy of the Memorandum of

Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.

#### **41. Project Signage**

Pursuant to Streets and Highways Code Section 2038, by July 1, 2023, agencies receiving Road Maintenance and Rehabilitation Account funds will need to describe how projects will address participation and investment in new or existing pre-apprenticeship training programs that focus on outreach to women, minority participants, underrepresented subgroups, formerly incarcerated individuals, and local residents to access employment opportunities. Therefore, this information should be included in the semi-annual reports submitted to Caltrans.

The implementing agency must, for all projects, include signage stating that the project was made possible by SB 1 – The Road Repair and Accountability Act of 2017. The signage should be in compliance with applicable federal or state law, and Caltrans' manual and guidelines, including but not limited to the provisions of the California Manual on Uniform Traffic Control Devices.

#### **Program Evaluation**

The Active Transportation Program will be evaluated for its effectiveness in increasing the use of active modes of transportation in California. Applicants that receive funding for a project must collect and submit data to Caltrans as described in the "Project Reporting" section.

The Commission will include in its annual report to the Legislature a discussion on the effectiveness of the program in terms of planned and achieved improvement in mobility and safety and timely use of funds, and will include a summary of its activities relative to the administration of the Active Transportation Program including:

- Projects programmed,
- Projects allocated,
- Projects completed to date by project type,
- Projects completed to date by geographic distribution,
- Projects completed to date by benefit to disadvantaged communities, and
- Projects completed to date with the California Conservation Corps or qualified community conservation corps.

## APPENDIX

### Active Transportation Plan for Disadvantaged Communities Guidance for Plans

A city, county, county transportation commission, regional transportation planning agency, MPO, school district, or transit district may prepare an active transportation plan (bicycle, pedestrian, safe-routes-to-school, or comprehensive). An active transportation plan prepared by a city or county may be integrated into the circulation element of its general plan or a separate plan which is compliant or will be brought into compliance with the Complete Streets Act, Assembly Bill 1358 (Chapter 657, Statutes of 2008). An active transportation plan must include, but not be limited to, the following components or explain why the component is not applicable:

- A. Mode Share: The estimated number of existing bicycle trips and pedestrian trips in the plan area, both in absolute numbers and as a percentage of all trips, and the estimated increase in the number of bicycle trips and pedestrian trips resulting from implementation of the plan.
- B. Description of Land Use/Destinations: A map and description of existing and proposed land use and settlement patterns which must include, but not be limited to, locations of residential neighborhoods, schools, shopping centers, public buildings, major employment centers, major transit hubs, and other destinations. Major transit hubs must include, but are not limited to, rail and transit terminals, and ferry docks and landings.
- C. Pedestrian Facilities: A map and description of existing and proposed pedestrian facilities, including those at major transit hubs and those that serve public and private schools.
- D. Bicycle Facilities: A map and description of existing and proposed bicycle transportation facilities, including those at major transit hubs and those ~~a description of bicycle facilities that serve public and private schools and, if appropriate, a description of how the five E's~~ ~~(Education, Encouragement, Enforcement, Engineering, and Evaluation) will be used to increase rates of bicycling to school.~~
- E. Bicycle Parking: A map and description of existing and proposed end-of-trip bicycle parking facilities. Include a description of existing and proposed policies related to bicycle parking in public locations, private parking garages and parking lots and in new commercial and residential developments. Also include a map and description of existing and proposed bicycle transport and parking facilities for connections with and use of other transportation modes. These must include, but not be limited to, bicycle parking facilities at transit stops, rail and transit terminals, ferry docks and landings, park and ride lots, and provisions for transporting bicyclists and bicycles on transit or rail vehicles or ferry vessels.
- F. Wayfinding: A description of existing and proposed signage providing wayfinding along bicycle and pedestrian networks to designated destinations.
- G. Non-Infrastructure: A description of existing and proposed bicycle and pedestrian ~~safety,~~ education, ~~and~~ encouragement, enforcement, and evaluation programs conducted in the area included within the plan. Include efforts by the law enforcement agency having primary traffic law enforcement responsibility in the area to enforce provisions of the law impacting bicycle and pedestrian safety, and the resulting effect on collisions involving bicyclists and pedestrians.



- H. Collision Analysis: The number and location of collisions, serious injuries, and fatalities suffered by bicyclists and pedestrians in the plan area, both in absolute numbers and as a percentage of all collisions and injuries, and a goal for collision, serious injury, and fatality reduction after implementation of the plan.
- I. Equity Analysis: Identify census tracts that are considered to be disadvantaged or low-income and identify bicycle and pedestrian needs.
- J. Community Engagement: A description of the extent of community involvement in development of the plan, including disadvantaged and underserved communities.
- K. Coordination: A description of how the active transportation plan has been coordinated with neighboring jurisdictions, including school districts within the plan area, and is consistent with other local or regional transportation, air quality, or energy conservation plans, including, but not limited to, general plans and a Sustainable Community Strategy in a Regional Transportation Plan.
- L. Prioritization: A description of the projects and programs proposed in the plan and a listing of their priorities for implementation, including the methodology for project prioritization and a proposed timeline for implementation.
- M. Funding: A description of future financial needs for projects and programs that improve safety and convenience for bicyclists and pedestrians in the plan area. Include anticipated cost, revenue sources and potential grant funding for bicycle and pedestrian uses.
- N. Implementation: 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.
- O. Maintenance: A description of the policies and procedures for maintaining existing and proposed bicycle and pedestrian facilities, including, but not limited to, the maintenance of smooth pavement, ADA level surfaces, freedom from encroaching vegetation, maintenance of traffic control devices including striping and other pavement markings, and lighting.
- P. Resolution: A resolution showing adoption of the plan by the city, county or district. If the active transportation plan was prepared by a county transportation commission, regional transportation planning agency, MPO, school district or transit district, the plan should indicate the support via resolution of the city(s) or county(s) in which the proposed facilities would be located.

A city, county, school district, or transit district that has prepared an active transportation plan may submit the plan to the county transportation commission or transportation planning agency for approval. The city, county, school district, or transit district may submit an approved plan to Caltrans in connection with an application for funds for active transportation facilities which will implement the plan.



**EXHIBIT E: ATP Draft Infrastructure Application Form**



**Part B: Narrative Questions**  
**Detailed Instructions for Question #1**

**QUESTION #1**

**DISADVANTAGED COMMUNITIES (0-10 POINTS)**

This project does not qualify as a Disadvantaged Community.

**If this project does not qualify as a Disadvantaged Community, applicant may skip and move onto question 2.**

**A. Map of Project Boundaries, Access and Destination (0 points): Required**

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

**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.

- **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**

Select Option: \_\_\_\_\_

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 2012-2016 American Community Survey (ACS) (<\$51,026). 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>

Census Tract/Block Group/Place #	Population	MHI

Lowest median household income from above (autofill): \$ \_\_\_\_\_ (to be used for qualifying as benefiting a DAC only)

Median household income by census tract for the community(ies) benefited by the project: \$ \_\_\_\_\_ (to be used for severity calculation only)

*Must attach a copy of FactFinder ACS page for each census tract listed above. Attach all pages as one pdf.*

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) 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/>

Census Tract/Block Group/Place #	Population	CalEnviroScreen Score

Highest California Communities Environmental Health Screening Tool (CalEnviroScreen) score from above (autofill): (to \_\_\_\_\_ be used for qualifying as benefiting a DAC only)

California Communities Environmental Health Screening Tool (CalEnviroScreen) score for the community benefited by the project: (to \_\_\_\_\_ be used for severity calculation only)

*Must attach a copy of CalEnviroScreen page for each census tract listed above. Attach all pages as one pdf.*



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/files/sp.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

Highest percentage of students eligible from above (autofill): \_\_\_\_\_ (to be used for qualifying as benefiting a DAC only)  
 Percentage of students eligible for the Free or Reduced Price Meals Programs: \_\_\_\_\_  
 (to be used for severity calculation only)

**Other**

- Projects located within Federally Recognized Tribal Lands (typically within the boundaries of a Reservation or Rancheria)?  
 Yes  No

- 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. (Max of 00 Words)

Words Remaining:

- Regional Definition** For the statewide and small urban & rural competitive portions of the Active Transportation Program a regional definition of disadvantaged communities must be adopted as part of a regular 4-year cycle adoption of a Regional Transportation Plan (RTP)/ Sustainable Communities Strategy (SCS) by an MPO or RTPA per obligations with Title VI of the Federal Civil Rights Act of 1964. Any regional definition, such as "environmental justice communities" or "communities of concern," must document a robust public outreach process that includes the input of community stakeholders, and be stratified based on severity. Justification for a regional definition, including RTP/SCS adopting actions, public outreach documentation, and severity stratification, must be submitted to the California Transportation Commission (CTC) no later than the adoption date of the statewide ATP guidelines in order to be considered for use. CTC staff will make the final determination of the eligibility of regional definitions at least one month prior to the statewide application due date. (Max of 00 Words)

It is the intent of the Commission that if a region elects to adopt a regional definition of disadvantaged communities that this definition will be used for the region's broader planning purposes rather than only for Active Transportation Program grant funding.

Words Remaining:

**C. Direct Benefit: (0 - 4 points)**

1. Explain how the project closes a gap, provides connections to, or addresses a deficiency in an active transportation network or meets an important community need. (Max of 0 Words)

Words Remaining:

2. Explain how the disadvantaged community residents will have physical access to the project. (Max of 0 Words)

Words Remaining:

3. Illustrate how the project was requested or supported by the disadvantaged community residents. (Max of 0 Words)

Words Remaining:



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**D. Project Location: (0 - 2 points)**

1. Is your project located within a disadvantaged community? \_\_\_\_\_

**E. Severity: (0 - 4 points)**

a. Auto calculated





**QUESTION #2**

**Part B: Narrative Questions**

**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)

# of Users	Pedestrian	Bicycle	Date of Counts	Mark here if N/A to project
Current	-	-		<input type="checkbox"/>

**Safe Routes to School projects:** The following information related to the Safe Routes to School Projects data was already entered in part 3 of the application.

School	Total Student Enrollment	Approx. # of Students Living Along School Route Proposed	# of Students Currently Walking/Biking to School
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Document the methodologies used to establish the **current** count data. (Max of 00 Words)

Words Remaining:

**A. Statement of project need.** Describe the issue(s) that this project will address. How will the proposed project benefit the non-motorized users. What is the project's desired outcome and how will the project best deliver that outcome? (0- 20 points)

Discuss:

- Destinations and key connectivity the project will achieve
- How the project will increase walking and or biking
- The lack of mobility if applicable- Does the population have limited access to cars? bikes? And transit?
- Does the project have an unserved or underserved demand?
- The **Local** health concerns (responses should focus on a specific public health concern and/or health disparity affecting the project community, not a general ATP benefit).
  - Healthy Places Index (HPI) <http://phasocal.org/> (optional): Look at the indicators in the HPI and/or local Health Department data regarding the project population, and describe how the project will reduce the impact of those factors.
- For combined I/NI: discuss the need for an encouragement, education, and/or enforcement program.

(Max of 00 Words)

Words Remaining:



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

- Close a gap?
- Creation of new routes?
- Removal of barrier to mobility?
- Other Improvements to existing routes?

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.

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.

Type of barrier: \_\_\_\_\_ If Other, please explain \_\_\_\_\_

- a. Describe how the project links or connects, or encourages use of new or existing routes to transportation-related and community identified destinations, 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 destinations must be identified. And/or describe the existing negative effects of barrier to be removed and how the project addresses the existing barrier. (Max of 00 Words)

Words Remaining:

- b. Must provide a map of each gap closure identifying the gap and connections, and/or of the new route location, and/or the barrier location and improvement.



**Part B: Narrative Questions**  
**Detailed Instructions for Question #3**

**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. (0-25 POINTS)**

**A. Describe the project location's history of pedestrian and bicycle collisions resulting in fatalities and injuries to non- motorized users, which this project will mitigate. (15 points max)**

1. Attach the following:
  - a. **Collision Heat-map of the area surrounding the project limits- demonstrating the relative collision history of the project limits in relation to the overall jurisdiction/community's collision history**
  - b. **Project Area Collision Map- identifying the past crash locations within the project limits**
  - c. **Collision Summaries and collision lists/reports – demonstrating collision trends, collision types, and collision details**
  - d. **For a Combined INI project- If the NI project area is different than the Infrastructure portion, the applicant may attach NI related heat-maps, etc in Attachment J**

**Applicants are encouraged to use the new UC Berkeley SafeTREC TIMS tool which was specifically designed for the ATP to produce these documents in an efficient manner.** Applicants with access to alternative collision data tools and training can utilize their choice of methods/tools. Applicants must respond to question 1 or 2, and have the option to respond to both.

*Combine the various maps/summaries into one PDF file and attach it in the field below.*

Note to IT-An Attachment is required here

*From the project-area collision summaries, enter the total reported pedestrian and/or bicycle collisions within the last 5 years:*

2. Applications that do not have the collision data above OR that prefer to provide additional collision data and/or safety data in a different format can provide this data below. (Examples include: Collision Rates, Community observations, surveys, etc.)

The Data and methodologies can either be included as part of the text or via a separate attachment in the field below. (Max of 00 Words)(Optional)

Words Remaining:

Data and methodologies Attachment (optional)

3. From the program area collision summaries/data provided in questions 1 and/or 2, enter the total reported pedestrian and bicycle collisions within the last 5 years.

# of Crashes	Pedestrian	Bicycle	Total
Fatalities			0
Injuries			0
Total	0	0	0



4. Referencing project's heat-maps, collision map and collision summaries provided in above, discuss the extent to which the proposed project limits represents one of the agency's top priorities for addressing ongoing safety and discuss how the proposed safety improvements correspond to the types and locations of the past collisions. (e.g. sidewalks, bike lanes, lighting, bulb-outs, signals/beacons, etc.)

For projects with Non-Infrastructure elements (Combined I/NI projects):

As appropriate, describe how the NI program elements:

- educates bicyclists, pedestrians, and/or drivers about safety hazards for pedestrians and bicyclists; and
- encourages safer behavior, including through enforcement.

(Max of 00 Words)

Words Remaining:

**B. Safety Countermeasures (10 points max)**

Describe how the project improvements will remedy (one or more) potential safety hazards that contribute to pedestrian and/or bicyclist injuries or fatalities. Referencing the information you provided in Part A, demonstrate how the proposed countermeasures 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?**  
Discuss current speed and volume and anticipated speed and volume.
- Improves sight distance and visibility between motorized and non-motorized users?**  
Discuss current sight distance and/or visibility issue(s) and anticipated issue resolution
- Eliminates potential conflict points between motorized and non-motorized users, including creating physical separation between motorized and non-motorized users?**  
Discuss current conflict point description and anticipated issue resolution
- Improves compliance with local traffic laws for both motorized and non-motorized users?**  
Discuss which law(s) and how the project will improve compliance
- Inadequate vehicular traffic control devices?**  
Discuss which devices are inadequate, how they are inadequate and how the project will address the issues
- Inadequate or unsafe bicycle facilities, trails, crosswalks and/or sidewalks?**  
Identify which facilities are inadequate, how they are inadequate and how the project will address the issues
- Eliminates or reduces behaviors that lead to collisions involving non-motorized users?**  
Identify the behaviors and how the project will address them.

(Max of 00 Words)

Words Remaining:





**QUESTION #4**

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

**PUBLIC PARTICIPATION and PLANNING (0-10 POINTS)**

Describe the community based public participation process that culminated in the project.

- A. What is/was the process of defining designs to prepare for future needs of users of this project? How did the applicant analyze the alternatives and impacts on the transportation system to influence beneficial outcomes? Describe who was/will be engaged in the identification and development of this project. Describe how stakeholders will continue to be engaged in the implementation of the project. If applicable- Describe the feedback received during the stakeholder engagement process.  
(Max of 00 words)

Words Remaining:

- B. How did the applicant analyze the range of alternatives and impacts on the transportation system to influence beneficial outcomes?  
(Max of 00 words)

Words Remaining:



**QUESTION #5**

**Part B: Narrative Questions**  
**Detailed Instructions for Question #5**

**PROJECT SCOPE AND IMPLEMENTATION (0-10 POINTS)**

**(To be scored by CTC evaluators)**

**A. Development and documentation of the Project Scope: (10 points)**

ATP applications must develop and document the proposed project's Scope, Cost and Schedule to a level that meets a PSR-Equivalent document (per CTC's ATP Guidelines and CTC's Adoption of PSR Guidelines - Resolution G-99-33).

The documents and application sections considered key to defining the project's Scope, Cost and Schedule are:

- Project layout-plans and cross-sections
- Detailed Engineer's Estimate
- Project Schedule and Requested programming years for the ATP funding
- Supporting photos, maps, etc.

These documents, along with the other elements of the ATP Engineer's Checklist (Attachment B), will be evaluated for:

- How well they match the applicant's responses throughout this application
- How well they meet the PSR-Equivalent expectations defined in the Engineer's Checklist
- How well the overall project scope meets the Purpose and Goals for the ATP, as defined CTC Guidelines.

For projects with Non-Infrastructure elements (Combined I/NI projects), applicants must complete the 22-R:

The 22-R will be evaluated for:

- How well it matches 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



**QUESTION #6**

**Part B: Narrative Questions**  
**Detailed Instructions for Question #6**

**CONTEXT SENSITIVE BIKEWAYS/WALKWAYS and INNOVATIVE PROJECT ELEMENTS (0- 5 POINTS)**

**A. How are the “recognized best” solutions employed in this project appropriate for the local community context?**

As you address this question consider the following:

- The posted speed limits and actual speed,
- The existing and future motorized and non-motorized traffic volume,
- The widths for each facility
- The user “level of stress” on each facility, and
- The adjacent land use, and
- How the project is advancing a low(er) stress environment on each facility or a low stress network
  - What is the current stress level? (low, medium or high)
  - If the stress level is medium or high, is the project going beyond minimum design standards to maximize potential users of all ages and abilities?

(Max of 00 words)

Words Remaining:

**B. INNOVATIVE PROJECT ELEMENTS**

- ☛ Does this project propose any solutions that are new to their region? Were any Innovative elements considered but not selected? Explain why they were not selected.

(Max of 00 words)

Words Remaining:



**QUESTION #7**

**Part B: Narrative Questions**  
**Detailed Instructions for Question #7**

**LEVERAGING 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 (Part 6: Project Funding), the following Leveraging amounts are designated for this project. If these numbers do not match the applicant's expectations, the numbers shown earlier need to be revised.

Non-ATP funding can only be considered "Leveraging" funding if it goes towards ATP eligible costs. If the project includes ineligible costs, the application must confirm the leveraging funding shown below does not include the non-ATP funds for ineligible items.

**PA&ED Phase Project Delivery Costs:**

Leveraging Funding:  Designate the Funding Type: \_\_\_\_\_

**PS&E Phase Project Delivery Costs:**

Leveraging Funding:  Designate the Funding Type: \_\_\_\_\_

**Right of Way Phase Project Delivery Costs:**

Leveraging Funding:  Designate the Funding Type: \_\_\_\_\_

**Construction Phase Project Delivery Costs:**

Leveraging Funding:  Designate the Funding Type: \_\_\_\_\_

**Projects with NON-INFRASTRUCTURE (NI) elements:**

Leveraging Funding:  Designate the Funding Type: \_\_\_\_\_

**OVERALL TOTALS FOR PROJECT/APPLICATION:**

Total Project Costs:

Leveraging Funding:

% of Total Project

**Total Points received for "leveraging funding":** (Auto-calculated)

1 Point	At least 1% to 5% of total project cost
2 Points	More than 5% to less than 10% of total project cost
3 Points	At least 10% to 15% of total project cost
4 Points	More than 15% to 20% of the project cost
5 Points	More than 20% of the total project cost

**Optional:** If desired, clarifications can be added to explain the leveraging funding and its intended use on the ATP project.





(Max of 100 Words)

Words Remaining:



**Part B: Narrative Questions**  
**Detailed Instructions for Question #8**

**QUESTION #8**

**USE OF CALIFORNIA CONSERVATION CORPS (CCC) OR A CERTIFIED COMMUNITY CONSERVATION CORPS (0 or -5 POINTS)**

**- For project "Plan" types, this section is not required. -**

- Applicant has not coordinated with both corps, or Tribal Corps (if applicable) (-5 points)
- Applicant contacted the corps; but does not intend to partner with any corps (-5 points)

**Step 1:** The applicant must submit the following information via email concurrently to both the CCC AND certified community conservation corps at least 5 days 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

Click on the following links for the California Conservation Corps and community conservation corps Representative ATP contact information:

- <http://calocalcorps.org/active-transportation-program/>
- <http://www.ccc.ca.gov/work/programs/ATP/Pages/ATP%20home.aspx>

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 their email responses will result in a loss of 5 points.

Attach submittal email, response email and any attachment(s) from the CCC:

Attach submittal email, response email and any attachment(s) from the certified community conservation corps:

Attach submittal email, response email and any attachment(s) from the Tribal corps (If applicable):

**Step 2:** The applicant has coordinated with the CCC AND with the certified community conservation corps, or the Tribal corps and determined the following: (check appropriate box)

- Applicant intends to utilize the CCC, certified community conservation corps, or the Tribal corps on the following items listed below, (0 points) (Max of 50 Words)

Words Remaining:

- No corps can participate in the project. (0 points)
- At the time that the application was submitted, the applicant had not received a response from the following corps: (0 points)
  - the CCC     the community conservation corps     the Tribal corps (if applicable)



**QUESTION #9**

**Part B: Narrative Questions**  
**Detailed Instructions for Question #9**

**APPLICANT'S PERFORMANCE ON PAST ATP FUNDED PROJECTS (0 to -10 points)**

**(To be scored by CTC or evaluators)**

Unable to deliver a past ATP project?

Did not construct the complete project described in the ATP application?

Other?