

# Memorandum

To: CHAIR AND COMMISSIONERS

CTC Meeting: June 29-30, 2016

Reference No.: 4.17  
Action

From: SUSAN BRANSEN  
Executive Director

Subject: **ADOPTION OF THE 2017 ACTIVE TRANSPORTATION PROGRAM REGIONAL GUIDELINES - FRESNO COUNCIL OF GOVERNMENTS, SACRAMENTO AREA COUNCIL OF GOVERNMENTS, SAN DIEGO ASSOCIATION OF GOVERNMENTS, AND TULARE COUNTY ASSOCIATION OF GOVERNMENTS RESOLUTION G-16-24**

## **ISSUE:**

Senate Bill 99 (Chapter 359, Statutes of 2013) allows the Commission to adopt separate guidelines for administering the metropolitan planning organization (MPO) competitive component of the Active Transportation Program (ATP). The Fresno Council of Governments (FCOG), the Sacramento Area Council of Governments (SACOG), the San Diego Association of Governments (SANDAG), and the Tulare County Association of Governments (TCAG) request that the Commission adopt regional guidelines for use in administering their MPO competitive selection process.

## **RECOMMENDATION:**

Staff recommends that the Commission adopt 2017 ATP Regional Guidelines proposed by FCOG, SACOG, SANDAG, and TCAG as set forth in Resolution G-16-24 and the following attachments:

- Fresno Council of Governments (Attachment 1)
- Sacramento Area Council of Governments (Attachment 2)
- San Diego Association of Governments (Attachment 3)
- Tulare County Association of Governments (Attachment 4)

## **BACKGROUND:**

The Commission adopted statewide guidelines for administering the 2017 Active Transportation Program at its March meeting. While the statewide guidelines may be used for administering the MPO competitive component of the Active Transportation Program, the nine MPOs charged with

programming funds to projects in the MPO competitive component were provided discretion in Senate Bill 99 to develop regional guidelines with regard to project selection. Guidelines prepared by the MPOs and adopted by the Commission may differ from the Commission's adopted statewide guidelines in the following areas:

- Supplemental call for projects
- Definition of disadvantaged community
- Match requirement
- Selection criteria and weighting
- Minimum project size
- Target funding amounts for certain project types

The 2017 ATP schedule requires MPOs to submit their guidelines to the Commission by June 1, 2016 for adoption at the June Commission meeting.

Staff reviewed the MPO submitted guidelines with respect to the areas for which the Commission provided flexibilities and found those areas consistent with the statewide Active Transportation Program guidelines. The following summarizes the areas that differ from the statewide 2017 ATP Guidelines by each MPO:

	FCOG	SACOG	SANDAG	TCAG
Scoring criteria and weighting		X	X	X
Minimum project size	X	X		
Match requirement		X		
Definition of disadvantaged community		X		
Supplemental call for projects	X	X	X	

#### Fresno Council of Governments

- Supplemental call for projects
- No minimum ATP fund request for any project type
- Language clarified regarding demonstrating consistency with an adopted Regional Transportation Plan

#### Sacramento Area Council of Governments

- Supplemental call for projects
- Classifies public participation and planning, and seeking the use of California Conservation Corps or qualified community conservation corps, as criteria for screening rather than scoring
- Requires all applicants to include at least an 11.47% local match

- Requires a minimum funding request of \$50,000 for non-infrastructure projects
- Adds scoring criteria for supporting greenhouse gas reduction goals through reducing or shortening vehicle trips
- Adds scoring criteria for “Other Considerations” which includes past performance on projects, demonstrated project delivery readiness in the application, and evidence of strong stakeholder support to implement the project
- Requires applicants to submit a supplemental questionnaire
- Regional definition of disadvantaged communities using the definition of low-income and high minority areas used in the environmental justice analysis for the 2016 Metropolitan Transportation Plan/Sustainable Communities Strategy

#### San Diego Association of Governments

- Establishes different scoring and weighting systems for infrastructure and non-infrastructure projects.
- For evaluating infrastructure projects, adds scoring criteria for:
  - Project Readiness
  - Linkages to Bicycle, Pedestrian, and Transit Networks
  - Effectiveness and Comprehensiveness of Proposed Project
  - Complementary Programs
  - Innovation
- For evaluating infrastructure projects, adds scoring criteria for:
  - Alignment with ATP Objectives
  - Comprehensiveness
  - Methodology
  - Community Support
  - Evaluation
  - Innovation
  - Demand Analysis using Geographic Information System
- Requires applicants to submit a supplemental questionnaire.

#### Tulare County Association of Governments

- Awards additional points for projects that include infrastructure elements.
- Awards additional points for projects that are part of an adopted plan, in the Measure R expenditure plan, or were previously funded under the Transportation Enhancement Program.
- Awards additional points to projects benefitting severely disadvantaged communities.

The Commission adopted 2017 ATP Guidelines proposed by the Metropolitan Transportation Commission (MTC) at the March Commission meeting (Resolution G-16-08).

The San Joaquin Council of Governments (SJCOG) and the Stanislaus Council of Governments (STANCOG) plan to hold a supplemental call for projects, but do not propose regional specific 2017

ATP Guidelines. The Kern Council of Governments (KCOG) does not plan to hold a supplemental call for projects and does not propose regional specific 2017 ATP Guidelines.

Attachments

CTC Resolution G-16-24

Attachment 1 - Fresno Council of Governments

Attachment 2 - Sacramento Area Council of Governments

Attachment 3 - San Diego Association of Governments

Attachment 4 - Tulare County Association of Governments

Attachment 5 – Additional Information

**CALIFORNIA TRANSPORTATION COMMISSION**  
**Adoption of the 2017 Regional Active Transportation Program Guidelines –**  
**Fresno Council of Governments, Sacramento Area Council of Governments, San**  
**Diego Association of Governments, and Tulare County Association of Governments**  
**June 29-30, 2016**

**RESOLUTION G-16-24**

- 1.1 WHEREAS the Active Transportation Program was created by Senate Bill 99 (Chapter 359, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking, and
  - 1.2 WHEREAS Streets and Highways Code Section 2382(k) allows the Commission to adopt separate guidelines for the metropolitan planning organizations charged with allocating funds to projects pursuant to Streets and Highways Code Section 2381(a)(1) relative to project selection, and
  - 1.3 WHEREAS the Active Transportation Program Guidelines (Resolution G-16-07) requires the Commission to adopt a metropolitan planning organization's use of different project selection criteria or weighting, minimum project size, match requirement, definition of disadvantaged communities, or target funding amount for certain project types, and
  - 1.4 WHEREAS the Active Transportation Program Guidelines (Resolution G-16-07) require metropolitan planning organizations to submit their guidelines to the Commission by June 1, 2016, and
  - 1.5 WHEREAS metropolitan planning organization guidelines were submitted by the Fresno Council of Governments on May 27, 2016; by the Sacramento Area Council of Governments on May 24, 2016; by the San Diego Association of Governments on June 1, 2016; and by Tulare County Association of Governments on May 24, 2016.
- 2.1 NOW THEREFORE BE IT RESOLVED that the Commission adopts the regional guidelines proposed by the Fresno Council of Governments, Sacramento Area Council of Governments, the San Diego Association of Governments, and by Tulare County Association of Governments for administering their 2017 metropolitan planning organization competitive program, as presented by Commission Staff on June 29-30, 2016, and
  - 2.2 BE IT FURTHER RESOLVED that these guidelines do not preclude any project nomination or any project selection that is consistent with the implementing legislation.

**ATTACHMENT 1**  
**FRESNO COUNCIL OF**  
**GOVERNMENTS**



May 27, 2016

Ms. Susan Bransen, Executive Director  
California Transportation Commission  
1120 N Street Room 2221 (MS-52)  
Sacramento, CA 95814

Attention: Ms. Laurie Waters

**Subject: Fresno Council of Governments Proposed 2017 Regional Competitive Active Transportation Guidelines for Cycle 3**

Ms. Bransen:

Senate Bill 99 (Chapter 359, Statutes of 2013) allows the California Transportation Commission (Commission), at the request of a metropolitan planning organization (MPO), to adopt guidelines for administering the MPO competitive component of the Active Transportation Program (ATP). Therefore, the Fresno Council of Governments (Fresno COG) is pleased to submit for your review and consideration at the upcoming Commission meeting scheduled for June 29-30, 2016 our proposed 2017 Regional ATP Guidelines as unanimously approved by the Fresno COG Policy Board on May 26, 2016 (Resolution 2016-09).

The proposed Fresno COG guidelines (enclosed) are consistent with the goals of the statewide 2017 ATP guidelines. However, Fresno COG respectfully submits the areas proposed below that differ from the statewide ATP Cycle 3 Guidelines for the Commission's consideration:

- Supplemental call for projects
- Minimum project size
- Clarifying language for demonstrating consistency with an adopted RTP

The guidelines for Cycle 3 of the 2017 Fresno COG Regional Competitive ATP were revised and adopted after undergoing an open and transparent process that involved the members of the ATP Multidisciplinary Advisory Group and were taken through the various regional committee processes that allowed for public involvement and comment. No formal comments were received.

Included with this letter are the following attachments:

- City of Clovis
- City of Coalinga
- City of Firebaugh
- City of Fowler
- City of Fresno
- City of Huron
- City of Kerman
- City of Kingsburg
- City of Mendota
- City of Orange Cove
- City of Parlier
- City of Reedley
- City of San Joaquin
- City of Sanger
- City of Selma
- County of Fresno

1. Summary of Revisions to the Cycle 3 Regional ATP Guidelines
2. Proposed 2017 Cycle 3 Fresno COG Regional Competitive ATP Guidelines (one copy with track changes and one clean copy)
3. List of the Fresno COG Regional Competitive ATP Multi-Disciplinary Advisory Group members
4. Resolution 2016-09, signed on May 26, 2016 by the Fresno COG Policy Board for the adoption of the Proposed 2017 Cycle 3 Fresno COG Regional Competitive ATP Guidelines

This information is also available online at the Fresno COG website at:  
[www.fresnocog.org](http://www.fresnocog.org).

If any additional information is needed, or if you should have any questions or comments, please feel free to call Chelsea Gonzales at (559) 233-4148, ext. 223.

Sincerely,



Tony Boren, Executive Director  
Fresno Council of Governments

cc: Laurel Janssen, California Transportation Commission  
Laurie Waters, California Transportation Commission



# Fresno Council of Governments

## ***Cycle 3***

***2017 REGIONAL COMPETITIVE  
ACTIVE TRANSPORTATION PROGRAM***

***GUIDELINES***

***Adopted by Fresno COG Policy Board on 5-26-16***

***To be approved by the  
California Transportation Commission 6-30-16***

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# INTRODUCTION

## 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.

These guidelines describe the policy, standards, criteria, and procedures for the development, adoption, and management of the Regional Competitive Fresno Council of Governments (FCOG) ATP. The guidelines were developed in consultation with FCOG's ATP Multidisciplinary Advisory Group (MAG). The MAG includes a representative from Caltrans, other government agencies, and active transportation stakeholder organizations with expertise in public health and pedestrian and bicycle issues, including Safe Routes to School programs.

The California Transportation Commission (CTC) must approve these guidelines so that FCOG may carry out the ATP at the Metropolitan Planning Organization (MPO) level.

## PROGRAM GOALS

Pursuant to statute, the goals of the ATP 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.

## PROGRAM SCHEDULE AND FUNDING YEARS

The Cycle 3 Statewide guidelines for the 2017 two-year program of projects (covering state fiscal years 2019/20 and 2020/21) were adopted on March 17, 2016 by the CTC. Each program of projects must be adopted no later than April 1 of each odd-numbered year; however, the CTC may alternatively elect to adopt a program annually.

The following schedule lists the major milestones for the development and adoption of the 2017 ATP:

- FCOG DRAFT ATP Regional Guidelines to TTC/PAC for approval – May 13, 2016
- CTC adopts ATP Fund Estimate – May 18, 2016
- FCOG DRAFT ATP Regional Guidelines to FCOG Policy Board for adoption – May 26, 2016
- Submit FCOG ATP Regional Guidelines to CTC – June 1, 2016
- CTC approves or rejects FCOG Final ATP Regional Guidelines – June 29-30, 2016
- Regional Competitive FCOG ATP Call for Projects – July 1-September 15, 2016

- CTC staff recommendation for statewide portions of the ATP – October 28, 2016
- FCOG Multidisciplinary Advisory Group reviews and scores regional level projects – November 2, 2016
- CTC adopts statewide ATP program of projects – December 7-8, 2016
  - *Projects not selected in statewide program compete in the FCOG Regional ATP*
- FCOG selected draft project list to TTC/PAC for recommendation of approval – January 13, 2017
- FCOG selected draft project list to FCOG Policy Board for adoption – January 26, 2017
- Deadline for MPO project programming recommendations to CTC – January 27, 2017
- CTC adopts MPO selected projects – March 2017
- FCOG programs selected ATP projects as an amendment to the 2017 FTIP--end of Spring/ early Summer 2017

## FUNDING

### SOURCE

The ATP 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.

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

### DISTRIBUTION

ATP funds from the State of California provide an important funding source for active transportation projects. State and federal law segregate the ATP into multiple, overlapping components. The ATP Fund Estimate must indicate the funds available for each of the program components.

Forty percent of ATP funds must be distributed 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 2017 ATP Fund Estimate is still pending as CTC will be taking it to the May 18, 2016 CTC meeting for adoption. Per the 2015 ATP Fund Estimate, \$3.9 million was available in the second cycle, that is, \$1.3 million per year for Fiscal Year 16/17, 17/18, and 18/19 for the Regional Competitive ATP for FCOG. Similarly, for Cycle 3, CTC is proposing to award Fresno COG with an additional \$1.3 million per year for Fiscal Years 19/20 and 20/21. Per Senate Bill 99, ATP guidelines include a process to ensure that no less than 25% of overall program funds shall benefit disadvantaged communities.

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 either large urban, small urban, or rural areas.

## MATCHING REQUIREMENTS

Although FCOG encourages the leveraging of additional funds for a project submitted to the regional competitive ATP, matching funds are not required to be eligible. **However, if an agency chooses to provide match funds, points will be awarded based on the amount of the non-ATP funding pledged to the project.** Matching funds cannot be expended prior to the CTC allocation of ATP funds in the same project phase (permits and environmental studies; plans, specifications, and estimates; right-of-way; and construction). Matching funds must be expended concurrently and proportionally to the ATP funds. Matching funds may be adjusted before or shortly after contract award to reflect any substantive change in the bid compared to the estimated cost of the project. This is applicable to all project categories. The source of the matching funds may be any combination of local, private, state, or federal funds.

## REIMBURSEMENT

The ATP 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 CTC allocation and, for federally funded projects, Federal Highway Administration project approval (i.e. Authorization to Proceed) are not eligible for reimbursement.

## MINIMUM FUNDING AWARD REQUEST

There is no minimum ATP award request required for FCOG's Regional Competitive ATP which is different than the statewide requirement. This applies to all project categories.

## MAXIMUM FUNDING AWARD REQUEST

FCOG "encourages" ATP funding awards of \$1,000,000 or less per project.

## FUNDING SET-ASIDES

The Fresno COG Regional Competitive ATP does not include any set-aside funding for Safe Routes to School projects, Recreational Trails projects, or Active Transportation Plans. These infrastructure, Non-Infrastructure and combined Infrastructure/Non-Infrastructure projects will compete within the same funding source and will be scored accordingly.

Safe Routes to School projects 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. Other than traffic education and enforcement activities, non-infrastructure projects do not have a location restriction.

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/)).

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).

*Funding for active transportation plans must be consistent with the plan requirements identified in the CTC adopted ATP Guidelines. Please refer to the section PROJECT APPLICANT on page 19 for more information regarding the funding of plans.*

## ELIGIBILITY

### ELIGIBLE APPLICANTS

The applicant and/or implementing agency for ATP 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 ATP funds:

- Local, Regional or State Agencies-Examples include city, county, MPO\*, and Regional Transportation Planning Agency.
- Transit Agencies -Any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration.
- Natural Resource 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 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 CTC determines to be eligible.

A project applicant found to have purposefully misrepresented information that could affect a project's score may result in the applicant being excluded from the program for the current cycle and the next cycle.

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

As noted above, all applicants must comply with the federal aid process. Agencies applying for infrastructure funding that are not familiar with the federal aid process and federal policies and procedures shall partner with a local agency that possesses expertise in these funding program requirements. See below for more information on partnering opportunities.

## PARTNERING WITH IMPLEMENTING AGENCIES

Eligible applicants that are unable to apply for ATP 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 request for allocation.

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

## ELIGIBLE PROJECTS

All projects must be selected through a competitive process and must meet one or more of the program goals. Because the majority of funds in the ATP are federal funds, projects must be federal-aid eligible:

- 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. 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 CTC's website: <http://www.catc.ca.gov/programs/ATP.htm>

A capital improvement that is required as a condition for private development approval or permits is not eligible for funding from the ATP.

- Plans: The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan in a disadvantaged community.
- Non-infrastructure Projects: Education, encouragement, and enforcement activities that further the goals of this program. The CTC intends to focus funding for non-infrastructure on start-up projects. A project is considered to be a start-up when no program currently exists. Start-up projects must demonstrate how the program is sustainable after ATP funding is exhausted. The ATP funds cannot fund ongoing program operations. Non-infrastructure projects are not limited to those benefiting school students. Program expansions or new components of existing programs are eligible for ATP funds as long as the applicant can demonstrate that the existing program will be continued with non-ATP funds.
- Infrastructure projects with non-infrastructure components.

## EXAMPLE PROJECTS

Below is a list of projects generally considered eligible for ATP 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. Important—components of an otherwise eligible project may not be eligible. For information on ineligible components, see the Caltrans 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 and 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 ATP.

## PROJECT TYPE REQUIREMENTS

As discussed in the Funding Distribution section (above), State and Federal law segregate the ATP into multiple, overlapping components. Below is an explanation of the requirements specific to these components.

### DISADVANTAGED COMMUNITIES

For a project to contribute toward the Disadvantaged Communities funding requirement of 25%, 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 2010-2014 American Community Survey (<\$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>
- An area identified as among the most disadvantaged 25% in the state according to the CalEPA and based on the California Communities Environmental Health Screening Tool 2.0 (CalEnviroScreen 2.0) scores (scores 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/>
  -
- 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 2 miles of the school(s) represented by this criteria.
- 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.
  - Regional definitions of disadvantaged communities as adopted in a Regional Transportation Plan (RTP) by an MPO or RTPA per obligations with Title VI of the Federal Civil Rights Act of 1964, such as "environmental justice communities" or "communities

of concern,” may be used in lieu of the options identified above.

- Projects located within Federally Recognized Tribal Lands (typically within the boundaries of a Reservation or Rancheria).

## PROJECT SELECTION PROCESS

### REGIONAL COMPETITIVE ATP PROJECT SELECTION

The project applications received in this competitive process will be considered along with those not selected through the statewide competition. In administering a competitive selection process, FCOG will use a multidisciplinary advisory group (MAG) to assist in evaluating project applications. Following the competitive selection process, FCOG will submit its programming recommendations to the CTC along with:

- Project applications that were not submitted through the statewide program
- 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 benefitting 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)

### PROJECT APPLICATION

The FCOG Regional Competitive ATP project applications and supporting information will be made available at: [www.fresnocog.org/ftip](http://www.fresnocog.org/ftip).

**Projects not selected for programming in the statewide competition must be considered in the FCOG Regional Competitive ATP and must include a supplemental application.** Per the CTC’s guidelines, a copy of the application submitted to the state **MUST** be submitted to FCOG at the same time.

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. All letters of support and resolutions must be included with the application and not mailed separately.

Project applications should be addressed or delivered to:

Fresno Council of Governments

Attn: Chelsea Gonzales

2035 Tulare Street Suite 201

Fresno, CA 93721

Please submit 7- hard copies and one electronic copy (via cd or portable hard drive) of a complete application. Applications must be postmarked by the application deadline.

For questions or concerns, please contact Chelsea Gonzales at [cgonzales@fresnocog.org](mailto:cgonzales@fresnocog.org) or Melissa Garza at [mgarza@fresnocog.org](mailto:mgarza@fresnocog.org). You may also contact us by phone at 559-233-4148.

## SCREENING CRITERIA

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

- Consistency with an adopted regional transportation plan: Applicants should provide the supporting language cited from the adopted RTP, such as the specific goal, objective, or RTP project number, to show that the submitted project is consistent with the plan.
- 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 the state CTC ATP Cycle 3 guidelines.

Applications will be screened for eligibility. Applications will be removed from the competitive process if found ineligible based on the guidelines/criteria, and if the project application is incomplete. Projects not selected for programming in the statewide competition, but deemed eligible for the regional program will be considered; however, applicants will be required to complete and attach the FCOG supplemental application.

## SCORING CRITERIA

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

1. Benefit to “disadvantaged communities”. **(0 to 10 points)**  
Applicants must:
  - a. Provide a map that delineates the specific disadvantaged census tract(s) or school(s) that will benefit from the project in relationship to the project site.

Scores will be scaled in relation to the severity of and the benefit provided to the disadvantaged community affected by the project.

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. Applicants may describe how the project would address significant gap closures. **(0 to 35 points)**
3. Potential for reducing the number and/or rate or the risk of pedestrian and bicyclist fatalities and injuries, including the identification of safety hazards for pedestrians and bicyclists. Applicants may describe qualitative safety barriers that deter people from walking/biking if their

community lacks quantitative safety data and how the project would address the community's safety concerns. **(0 to 25 points)**

4. Public participation and Planning. **(0 to 10 points)**

- a. Identification of the community-based public participation process that culminated in the project proposal, which may include noticed meetings and consultation with local stakeholders. Project applicants must clearly articulate how the local participation process (including the participation of disadvantaged community stakeholders) resulted in the identification and prioritization of the proposed project.
- b. For projects costing \$1 million or more, an emphasis will be placed on projects that are prioritized in an adopted city or county bicycle transportation plan, pursuant to Section 891.2, pedestrian plan, safe routes to school plan, active transportation plan, trail plan, or circulation element of a general plan that incorporated elements of an active transportation plan. *In future funding cycles, the CTC expects to make consistency with an approved active transportation plan a requirement for large projects.*

5. Improved public health through the targeting of populations with high risk factors for obesity, physical inactivity, asthma or other health issues, with a description of the intended health benefits of the proposed project. **(0 to 10 points)**

6. Cost-effectiveness. **(0 to 5 points)**

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

The Cal-B/C benefit-cost model is being updated to incorporate active transportation projects. When this update is complete, applicants must use this model to quantify the cost-effectiveness of their project.

7. Leveraging of non-ATP funds (excluding in-kind contributions) on the ATP project scope proposed. **(0 to 5 points)**

8. Use of the California Conservation Corps or a qualified community conservation corps, as defined in Section 14507.5 of the Public Resources Code, as partners to undertake or construct applicable projects in accordance with Section 1524 of Public Law 112-141. Points will be deducted if an applicant does not seek corps participation or if an applicant intends not to utilize a corps in a project in which the corps can participate. **(0 or -5 points)**

The California Conservation Corps can be contacted at [atp\\_ccc.ca.gov](http://atp_ccc.ca.gov). Qualified Community conservation corps can be contacted at [inquiry\\_atpcommunitycorps.org](http://inquiry_atpcommunitycorps.org).

Direct contracting with the California Conservation Corps or a qualified community conservation corps without bidding is permissible provided that the implementing agency demonstrates cost effectiveness per 23 CFR 635.204 and obtains approval from Caltrans. A copy of the agreement between the implementing agency and the proposed conservation corps must be provided to Caltrans.

9. Applicant's performance on past ATP projects. Point reduction for non-use of the Corps as committed to in a past ATP award or project failure on any past ATP project. **(0 or -10 points)**

## PROJECT SELECTION BETWEEN PROJECT APPLICATIONS WITH THE SAME SCORE

If two or more project 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:

- Construction ready infrastructure projects
- Highest score on Question 1
- Highest score on Question 2

## PROJECT EVALUATION COMMITTEE

FCOG formed a Multidisciplinary Advisory Group (MAG) to assist in the development of the guidelines, scoring criteria, and will participate in the evaluation of the project applications. In forming the MAG, staff sought participants with expertise in bicycling and pedestrian transportation, including Safe Routes to Schools type projects, and in projects benefiting disadvantaged communities. The representatives are geographically balanced representing tribal agencies, state agencies, FCOG, local jurisdictions in Fresno County, and non-governmental organizations. Priority for participation in the MAG was given to those who would not represent a project applicant, or would not benefit from projects submitted by others; if they do, they must recuse themselves from scoring their application. In addition, members are not allowed to provide input, verbally or in writing, regarding their project/plan/program during the evaluation period.

The MAG will prioritize, rank the applications, and ensure that 25% of available funds are dedicated to projects and programs benefiting Disadvantaged Communities as identified in the CTC ATP guidelines. The MAG will then present the recommended project list to the Programming Subcommittee, TTC, PAC, and to the Policy Board for approval before requesting final approval from the CTC of the program of projects.

## PROGRAMMING

The ATP must be developed consistent with the fund estimate and the amount programmed in each 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 ATP, 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 ATP 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.

The cost of each project component will be listed in the Federal Transportation Improvement Program (FTIP) no earlier than in the fiscal year in which the particular project component can be implemented.

When proposing to fund only preconstruction components for a 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.

FCOG 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 ATP and other committed funding. FCOG will regard funds as committed when they are programmed by the CTC 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 FCOG 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.

## CONTINGENCY PROJECT LIST

FCOG will adopt a list of projects for programming the Regional Competitive ATP that is financially constrained with the amount of ATP funding available (as identified in the CTC's approved ATP Fund Estimate). In addition, FCOG will include a list of contingency projects, ranked in priority order based on the project's evaluation score. FCOG intends to fund projects on the contingency list should there be any project failures in the Cycle 2 Regional Competitive ATP. This will ensure that the regional competitive ATP will fully use all ATP funds.

## ALLOCATIONS

The CTC will consider the allocation of funds for a project when it receives an allocation request and recommendation from Caltrans in the same manner as for the STIP (see section 64 of the STIP guidelines). The recommendation will include a determination of project readiness, the availability of appropriated funding, and the availability of all identified and committed supplementary funding.

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 CTC will approve the allocation if the funds are available and the allocation is necessary to implement the project as included in the adopted ATP.

In order to ensure the timely use of all program funds, the CTC 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 CTC 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 CTC will give priority to projects programmed in the current-year.

Allocation requests for all ATP projects must include a recommendation by the MPO.

In compliance with Section 21150 of the Public Resources Code, the CTC 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 CTC 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.

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.

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, or construction 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.

Any scope changes must be presented to Caltrans for consideration prior to allocation. Caltrans will make a recommendation of approval to the Commission for final approval. Scope changes that result in a decrease of active transportation benefits may result in removal from the program.

## PROJECT DELIVERY

ATP 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 CTC approves an extension. Applicants may submit and the CTC will evaluate extension requests in the same manner as for STIP projects (see section 66 of the STIP guidelines) **except** that extension to the period for project allocation and for project award will be limited to twelve months. Extension requests for all ATP projects must include a recommendation by FCOG, consistent with the preceding requirements.

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

Whenever programmed funds are not allocated within the fiscal year they are programmed or within the time allowed by an approved extension, the project will be deleted from the ATP. Funds available following the deletion of a project may be allocated to a programmed project advanced from a future fiscal year. FCOG, in administering its competitive portion of the ATP, must determine which projects to advance and make that recommendation to the CTC. Unallocated funds in one fiscal year will not carry over and be available for projects in the following fiscal year.

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.

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. After the award of a contract, the implementing agency has up to 36 months to complete (accept) the contract. At the time of fund allocation, the CTC 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 implementing agency has six months after contract acceptance to make the final payment to the contractor or vendor, prepare the Final Report of Expenditures and submit the final invoice to Caltrans for reimbursement.

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 ATP projects and submit to the CTC a semiannual report showing the delivery of each project phase.

## 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. Refer to the CTC guidelines; section VII, for examples of federal requirements that must be met when administering ATP projects.

## 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). Refer to the CTC guidelines; section VII, for specific requirements.

## 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.

# PROJECT REPORTING

As a condition of the project allocation, the CTC will require 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 from the FCOG Regional Competitive ATP must submit copies of its semi-annual reports and of its final delivery report to FCOG. 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 CTC 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 conduction 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 random selection of ATP 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 CTC 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 CTC annually.

## ROLES AND RESPONSIBILITIES

### CALIFORNIA TRANSPORTATION COMMISSION (CTC)

The CTC responsibilities include:

- Adopt guidelines, policies, and application for the ATP.
- Adopt ATP Fund Estimate.
- Evaluate, score and rank projects, including forming and facilitating the Project Evaluation Committee.

- Recommend and adopt a program of projects, including:
  - The statewide component of the ATP,
  - The small urban and rural component of the ATP and,
  - The MPO selected portion of the program based on the recommendations of the MPOs.
  - Ensure that at least 25% of the funds benefit disadvantage communities.
- Post recommendations and final adopted list of approved projects on the Commission's website
- Allocate funds to projects.
- Evaluate and report to the legislature.

## CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

Caltrans has the primary responsibility for the administration of the adopted ATP. Responsibilities include:

- Assist in the Project Evaluation process as a member of the MAG.
- Perform eligibility and deliverability reviews of ATP projects and inform the CTC of any identified issues as they arise.
- 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.

## METROPOLITAN PLANNING ORGANIZATIONS (MPOS) WITH LARGE URBANIZED AREAS

MPOs with large urbanized areas, such as FCOG, 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 the FCOG call for projects benefit disadvantaged communities.
- FCOG is using a different definition of a disadvantaged community, project selection criteria, weighting, and minimum project size for its regional competitive ATP selection process than the statewide guidelines. Therefore, FCOG must obtain CTC approval prior to the regional call for projects.
- The projects within FCOG boundaries that were not selected through the statewide competition must be considered along with those received in the supplemental call for projects. FCOG must notify the CTC of their intent to have a supplemental call no later than the application deadline.
- In administering a regional competitive ATP selection process, FCOG must use a multidisciplinary advisory group to assist in evaluating project applications.
- In administering a regional competitive ATP selection process, FCOG must explain how the projects recommended for programming 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.
- FCOG elects 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. FCOG will 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 FCOG regional competitive ATP.
- Determine which projects to advance and make that recommendation to the CTC in consultation with Commission staff and Caltrans.
- Submit an annual assessment of FCOG’s regional competitive ATP in terms of its effectiveness in achieving the goals of the overall ATP.

## PROJECT APPLICANT

Project applicants nominate ATP projects for funding consideration. If awarded ATP 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.

## ACTIVE TRANSPORTATION PLANS

The ATP provides for the creation of Active Transportation Plans. Funding from the ATP 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 Section 13, subsection E of the statewide guidelines.

**Please note:** The statewide guidelines state that 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. **Although Fresno COG does not intend to set-aside funding for active transportation plans, no more than 2% of the total ATP regional funds can be used to fund active transportation plans in disadvantaged communities.** Furthermore, the CTC intends to reassess the set aside for plans in future program cycles. Refer to section 7 of the statewide guidelines for detailed information on “Funding for Active Transportation Plans” and the funding priorities that will be used when evaluating the potential to fund active transportation plan in disadvantaged communities.

## PROGRAM EVALUATION

The ATP 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 CTC 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 ATP 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.



4. FCOG will establish a list of contingency projects, ranked in priority order based on the project's evaluation score to be used should there be any project failures, major delays, or savings in the ATP. The contingency list is valid until the adoption of the next ATP Cycle; and
5. The FCOG Executive Director shall forward a copy of this resolution and such other information as may be required to the CTC, Caltrans, and to such other agencies as may be appropriate.

THE FOREGOING RESOLUTION was passed and adopted by the Fresno Council of Governments this 26th day of May, 2016.

AYES: Clovis, Coalinga, Firebaugh, Fowler, Fresno City, Huron, Kerman, Kingsburg  
Mendota, Orange Cove, Parlier, Reedley, Selma, Fresno County

NOES:

ABSTAIN:

ABSENT: Sañger, San Joaquin

Signed:   
Amarpreet Dhaliwal, Chairman

ATTEST:

I hereby certify that the foregoing is a true copy of a resolution of the Fresno Council of Governments duly adopted at a regular meeting thereof held on the 26th day of May, 2016.

Signed:   
Tony Boren, Executive Director

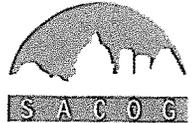
**ATTACHMENT 2**

**SACRAMENTO AREA  
COUNCIL OF  
GOVERNMENTS**

Sacramento Area  
Council of  
Governments

1415 L Street,  
Suite 300  
Sacramento, CA  
95814

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May 24, 2016

Ms. Susan Bransen, Executive Director  
California Transportation Commission  
1120 N Street, Mail Station 52  
Sacramento, CA 95814

Dear Ms. Bransen:

The Sacramento Area Council of Governments (SACOG) is pleased to submit for your review our proposed Metropolitan Planning Organization (MPO) Guidelines for the Active Transportation Program Cycle 1. The MPO Guidelines were approved by the SACOG Board on May 19, 2016.

The MPO Guidelines were prepared through an open and public process, involving member agencies, advocacy groups, stakeholders, and the public. Additionally, SACOG coordinated with our Regional Transportation Planning Agency partners, El Dorado County Transportation Commission and Placer County Transportation Planning Agency on scoring and criteria development, planning of a call for projects across the six-county region, and preparation of the MPO application.

SACOG's proposal for Cycle 3 is fully described in Attachment A. Attachment A is the staff report and the MPO Guidelines the SACOG Board acted on at the May 19<sup>th</sup> meeting. The MPO Guidelines outline specific eligibility, project selection process, working group membership, screening, project size and matching requirements, use of a region-specific disadvantaged communities definition in addition to the State-identified definitions, and project performance outcomes and weighting (criteria).

If you have any questions regarding SACOG's proposed MPO Guidelines, please contact Matt Carpenter at [mcarpenter@sacog.org](mailto:mcarpenter@sacog.org) or (916) 321-9000.

Sincerely,

Mike McKeever  
Chief Executive Officer

Attachment: SACOG Board of Directors approval of Regional ATP Policy Framework

MM:VC:rh

cc: Laurel Janssen, California Transportation Commission  
Laurie Waters, California Transportation Commission  
Sharon Scherzinger, El Dorado County Transportation Commission  
Celia McAdam, Placer County Transportation Planning Agency

Auburn  
Citrus Heights  
Colfax  
Davis  
El Dorado County  
Elk Grove  
Folsom  
Galt  
Isleton  
Lincoln  
Live Oak  
Loomis  
Marysville  
Placer County  
Placerville  
Rancho Cordova  
Rocklin  
Roseville  
Sacramento  
Sacramento County  
Sutter County  
West Sacramento  
Wheatland  
Winters  
Woodland  
Yolo County  
Yuba City  
Yuba County



## SACOG Board of Directors

Item #16-5-4  
Consent

May 12, 2016

### Approve Regional Active Transportation Program Policy Framework

**Issue:** Should the Transportation Committee recommend that the Board approve the SACOG six-county Regional Active Transportation Program (ATP) policy framework?

**Recommendation:** The Transportation Committee unanimously recommends that the SACOG Board: (1) approve the draft 2016 policy framework for the six-county Regional ATP; (2) authorize staff to submit the Regional ATP policy framework to the California Transportation Commission (CTC) for approval; (3) upon action of the CTC on the Regional ATP policy framework, delegate authority to the Chief Executive Officer (CEO) to issue the final Regional ATP Guidelines and Call for Projects; and (4) in the event that substantive or controversial changes are requested by the CTC, delegate authority to the CEO, after consultation with the Chairs and Vice Chairs of the Board and Transportation Committee, to address the CTC requests and issue the final Regional ATP Guidelines and Call for Projects.

#### **Committee Action/Discussion:**

Pursuant to the passage of Senate Bill 99 and Assembly Bill 101, the Active Transportation Program (ATP) was created and is being administered by Caltrans and the California Transportation Commission (CTC). The ATP combines many federal and state funding streams previously used for bicycle, pedestrian, safety, and other related purposes into one funding stream with broad eligibilities. All ATP funds are distributed competitively, with 50 percent of the funds channeled through a statewide competitive program, 10 percent through small urban and rural regions with populations of 200,000 or less, and the final 40 percent being distributed through metropolitan planning organizations (MPOs) in urban areas with populations greater than 200,000, such as the SACOG six-county region. The statutory goals of the ATP include:

- 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 SB 375 and SB 391;
- Enhance public health, including reduction of childhood obesity; and
- Provide a broad spectrum of projects to benefit many types of active transportation users.

Following the adoption of the third round State ATP Guidelines in March 2016, the statewide competition commenced on April 15 with the issuance of a call for projects. Project sponsors are strongly encouraged to apply first to the State ATP to maximize the region's opportunities to obtain funding through the statewide competition. Technical assistance is available to applicants for the State ATP from SACOG staff to help increase the quality of information, which can also help with applications for the six-county Regional ATP.

### **Regional ATP Customization**

The six-county 2016 Regional ATP is also in its third cycle, and is based on the State ATP. During the April SACOG Advisory and Board Committee cycle, staff provided a briefing on the draft policy framework (Attachment) for the 2016 Regional Active Transportation Program (ATP) to highlight proposed changes to the program and process, in advance of a May 2016 Board action approving the guidelines and issuance of a call for projects. The draft framework reflects previous committee input, builds off the regional customization from Cycles 1 and 2, and incorporates feedback and insights gained from Cycle 2 to strengthen the process for Cycle 3. The proposed Cycle 3 policy framework continues the following elements from the Cycle 2 policy framework:

- Scoring criteria for a project's potential for supporting greenhouse gas emission reduction goals through reducing or shortening vehicle trips;
- Requiring a local match for the project in place of awarding points for leveraging non-ATP funds, in line with SACOG's past practice of requiring, not incentivizing, matching funds; and
- The same process as Cycle 2 to include points related to disadvantaged communities in the event that a 25% threshold is not attained though performance-driven scores.

New to Cycle 3, the draft policy framework recommends the inclusion of a region-specific definition for Disadvantaged Communities, using the definition of low-income and high minority (LIHM) areas used in the environmental justice analysis for the 2016 Metropolitan Transportation Plan/Sustainable Communities Strategy. The draft policy framework also clarifies the inclusion of stakeholder support and a public planning process as screening criteria.

Specific to the evaluation process, the policy framework proposes to reduce the number of working group members from 11 to 7 in recognition of the multiple areas of expertise an evaluator is encouraged to represent in discussion and ranking of competing projects. The policy framework also includes a clarification of contact methods in the event the working group identifies questions that could impact a project's ranking.

### **Timing Overview**

The timing and policy of the ATP is determined and constrained by the CTC. The six-county Regional ATP policy framework must first be acted upon by the SACOG Board and then be approved by the CTC. For this reason, the SACOG Board will take action on the policy framework in May and the CTC will take action on the policy framework in June. It will be necessary for the Board to delegate to SACOG's CEO the authority to respond to any CTC changes and to release the Regional ATP call for projects to allow for timely application development.

The State ATP's funding awards will inform the final recommendations of the Regional ATP. The Regional ATP must consider all projects not selected through the Statewide ATP competition, and any regional-only applications, and provide a Board-approved recommendation to the CTC by January 27, 2017. To meet this deadline, staff will provide a preliminary ranking and draft recommendation for the Regional ATP during the October 2016 committee cycle. However, results of the statewide ATP competition will not be announced until October 28<sup>th</sup>.

Staff will thus submit a final regional recommendation for approval in the November/December 2016 committee cycle that removes any recommended projects funded through the statewide program.

**Funding Estimate**

The ATP Fund Estimate for Cycle 3 is derived from state and federal sources with program capacities based on Senate Bill 99 and Assembly Bill 101, and guidance from the Federal Highway Administration, CTC, and California State Transportation Agency. Funds will be available in FY 2019/20 through 2020/21. A fund estimate will be released by CTC staff in May and adopted at the May 18<sup>th</sup> CTC meeting. It is anticipated that roughly two thirds of the amount of funds distributed through past ATP cycles will be available in Cycle 3, or approximately \$6 million for the six-county region.

Approved by:

Mike McKeever  
Chief Executive Officer

MM:VC:ds  
Attachment

Key Staff: Matt Carpenter, Director of Transportation Services, (916) 340-6276  
Renée DeVere-Okie, Team Manager of Programming & Project Delivery, (916) 340-6219  
Victoria S. Cacciatore, Associate Analyst, (916) 340-6214

## 2016 REGIONAL ACTIVE TRANSPORTATION PROGRAM: EL DORADO, PLACER, SACRAMENTO, SUTTER, YOLO, AND YUBA COUNTIES

The purpose of this funding program is to increase and attract active transportation users and provide facilities for walking and biking in urban, suburban, and rural portions of the region and to provide connections between them. Projects and programs funded through this program are consistent with the vision of the Blueprint and support the implementation of the long-range transportation plans for the El Dorado County Transportation Commission (EDCTC), the Placer County Transportation Planning Agency (PCTPA), and the Sacramento Area Council of Governments (SACOG).

EDCTC, PCTPA, and SACOG invest regional funds regularly for infrastructure and non-infrastructure projects benefitting active transportation in the region. ATP funds from the State of California provide an important funding source for active transportation projects.

### PROGRAM GOALS

California Senate Bill (SB) 99 establishes California's ATP with six program goals that provide a foundation for the state and regional programs:

- 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 SB 375 (C728, §2008) and SB 391 (C585, §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; and
- Provide a broad spectrum of projects to benefit many types of active transportation users.

### ELIGIBLE PROJECT TYPES

The infrastructure projects eligible for this funding program are largely derived from the SACOG Regional Bicycle, Pedestrian, and Trails Master Plan (Master Plan) that is amended every odd year. The Master Plan provides a set of policies and projects for regional bicycle and pedestrian planning efforts across the six-county SACOG region, and was developed through a working group and approved by the Regional Bicycle and Pedestrian Advisory Committee and SACOG Board of Directors. Additionally, bicycle and pedestrian projects included in the Regional Transportation Plans (RTPs) for EDCTC or PCTPA are also eligible. Federal funds may be used for construction, preliminary engineering, environmental work and design, and/or right-of-way. Projects must support the performance outcomes identified in the sections below.

Non-infrastructure projects eligible for funding must meet at least one of two criteria: (1) Encourage biking and walking through public information, education, training, and awareness; and/or (2) Perform studies and develop plans that support one or more of the project performance outcomes identified in the section below. Projects include bike/ped planning, education, information, and marketing efforts.

The ATP is a State of California identified program implemented by the California Transportation Commission and comprised of state and federal funding. The majority of projects will need to meet the requirements of the federal Fixing America's Surface Transportation Act (FAST Act). Projects must also meet eligibility requirements specific to the ATP funding source provided.

### INELIGIBLE PROJECT TYPES

Projects in new developments that are considered "good practices" according to FHWA guidelines, long-term staff positions, transit operations, law enforcement, and bicycle racks for carpools, vanpools, or private vehicles are ineligible for ATP funds.

## PROJECT SELECTION PROCESS

The application process will be specific to the Regional ATP. In administering the Regional ATP, SACOG will consider projects not selected for programming in the statewide competition. Project applicants are encouraged to discuss potential Regional ATP projects with regional transportation planning agency (RTPA) staff, and may elect to identify a reduced scope version of their state-submitted project for the Regional ATP competition.

A Regional ATP Team comprised of representatives from the three RTPAs in the region (EDCTC, PCTPA, and SACOG) will screen applications for eligibility. Applications will be removed from the competitive process if found ineligible based on these guidelines. Projects not selected for programming in the statewide ATP competition, but deemed eligible for the state program will be considered; to compete in the regional program, applicants will be required to submit a supplemental application. The Regional ATP Team will forward the eligible applications to the Active Transportation Working Group, comprised of seven experts from the areas of land use planning, bike/ped planning, project engineering, first-mile/last-mile access to transit, health and equity, and the impact of transportation infrastructure on greenhouse gas emissions.

The Working Group will be recruited from standing advisory committees, multidisciplinary and represent a diverse geography across the region. The Working Group is required to review, evaluate, and score the applications according to its own process, and will not discard any applications submitted to the Regional ATP. Working Group members will not vote or comment on applications from their own organizations. The Working Group prioritizes and ranks the projects, according to an iterative process that uses both quantitative and qualitative methods. The Working Group and/or SACOG staff reserves the right to contact applicants during this project selection process for additional information. The applicant may be provided the opportunity to address the Working Group either by phone, email, or during a meeting to address questions related to the scope of work, budget, timeline, and performance considerations. After collectively evaluating the projects, the Working Group members will submit re-evaluated application

scores to the Regional ATP Team at the conclusion of the Working Group review period.

Following the announcement of the statewide ATP awards, the Regional ATP Team will remove any projects successful in securing funds through the statewide competition from further consideration for the Regional ATP. The Regional ATP Team will then use the re-evaluated application scores to finalize the funding recommendation, and will confirm that a minimum 25% of available ATP funds are dedicated to projects and programs benefiting Disadvantaged Communities (DAC) as identified in the State Guidelines, and/or the definitions for low-income and minority communities used in the environmental justice analysis for the 2016 Metropolitan Transportation Plan/Sustainable Communities Strategy. In the event the minimum DAC threshold is not obtained, the DAC points (0-10) will be applied to the entire project list and the projects re-ranked. Discretion will be placed on the Working Group and Regional ATP Team to select a comprehensive package of projects.

## PROJECT SCREENING

To be selected for funding, a project or program must meet the following screening criteria:

- 1. Project is one of the eligible types of non-infrastructure, infrastructure, or a combination of infrastructure and non-infrastructure as identified under "Eligible Project Types".**
- 2. Infrastructure Project is a planned project included in the SACOG Master Plan or the Regional Transportation Plan of EDCTC or PCTPA. Only under special circumstances will an application be considered for a project that is not listed in one of these sources.**
- Project must be ready for inclusion in the Metropolitan Transportation Improvement Program, with project scope and cost.** The project application may include the cost of preparing environmental documents. When project design, right-of-way, or construction are programmed before the implementing agency completes the environmental

process, updated cost estimates, updated analysis of the project's cost effectiveness, and updated analysis of the project's ability to further the goals of the program must be submitted to the appropriate RTPA (EDCTC, PCTPA, or SACOG) for re-evaluation following completion of the environmental process.

4. **Project is eligible for appropriate funding sources** (i.e., TAP, HSIP, State Highway Account funds, State SRTS).
5. **Project meets the minimum dollar amount for an infrastructure or non-infrastructure project and includes at least an 11.47 local match; application is to all project categories.**
  - a. Infrastructure project minimum is \$282,390 (\$250,000 funding request + \$32,390 local match).
  - b. Non-Infrastructure project minimum is \$56,478 (\$50,000 funding request + \$6,478 local match).
  - c. Public agencies applying for funding for smaller projects may want to consider combining projects to meet the project minimum thresholds, or consider a larger, multi-year program or project.
6. **Public Participation Planning.** The project applicant must demonstrate stakeholder support and how a community-based public participation process resulted in the identification and prioritization of the proposed project.
7. **Partnering with Community Conservation Corps.** The project applicant must demonstrate that the California Conservation Corps, or a qualified community conservation corps, was sought out to participate as a partner to undertake the project; or provide demonstration of the cost-effectiveness clause 23 CFR 635.204 and provide the relevant documentation.
8. **Project is not part of developer-funded basic good practices.** The project applicant

must demonstrate the project complies with the policy statement and design guidance adopted by FHWA to accommodate bicycle and pedestrian travel.

In addition to how projects address the program goals discussed above, the following scoring criteria considerations will be used by the Active Transportation Working Group to make funding recommendations to the Regional ATP Team.

## PROJECT SCORING

Projects will be scored based on the criteria described in the State ATP guidelines with minor modifications as described below.

### Project Performance Outcomes (0-90 points)

1. Project has potential to increase walking and bicycling through targeted strategies: increasing access to transit services, increasing access to schools, eliminating gaps or removing barriers in the bicycle/pedestrian network, and completing facilities. **0- 5 points**
2. Project has the potential to reduce the number and/or rate of pedestrian and bicyclist fatalities and injuries. **0-25 points**
3. Project improves public health through the targeting of populations with high risk factors for obesity, physical inactivity, asthma or other health issues. **0-10 points**
4. Project demonstrates cost effectiveness, which is achieved by minimizing projected capital and operating expenditures while offering strong performance benefits. **0-10 points**
5. Project advances active transportation efforts to achieve greenhouse gas reduction goals through reducing or shortening vehicle trips today and over time, as established pursuant to SB 375 and SB 391, and demonstrates potential for placemaking. **0-10 points**

### **Other Considerations (up to 20 points)**

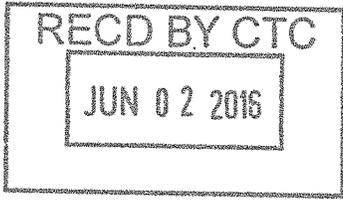
1. Project sponsor demonstrates good performance on past grants and/or federal aid projects or programs. **0-5 points**
2. Project sponsor demonstrates readiness to move forward with the project on a timely schedule (i.e., application includes clear schedule, cost, and partnerships to deliver the project). **0-5 points**
3. Project provides benefit for a disadvantaged community. **0-10 points will be applied in the event the 25 percent ini u is not et.** (Please reference the project selection process section.)

### **FUNDING RECIPIENT REQUIREMENTS**

Recipients must submit a quarterly update on all projects receiving funding during the 2016 Regional ATP Cycle. Failure to do so could result in negative impacts for future funding rounds.

**ATTACHMENT 3**

**SAN DIEGO  
ASSOCIATION OF  
GOVERNMENTS**



401 B Street, Suite 800  
 San Diego, CA 92101-4231  
 (619) 699-1900  
 Fax (619) 699-1905  
 sandag.org

May 27, 2016

File Number 3300200

Ms. Susan Bransen  
 Executive Director  
 California Transportation Commission  
 1120 N Street, Room 2221 (MS-52)  
 Sacramento, CA 95814

MEMBER AGENCIES

- Cities of
- Carlsbad
- Chula Vista
- Coronado
- Del Mar
- El Cajon
- Encinitas
- Escondido
- Imperial Beach
- La Mesa
- Lemon Grove
- National City
- Oceanside
- Poway
- San Diego
- San Marcos
- Santee
- Solana Beach
- Vista
- and
- County of San Diego

ADVISORY MEMBERS

- Imperial County
- California Department of Transportation
- Metropolitan Transit System
- North County Transit District
- United States Department of Defense
- San Diego Unified Port District
- San Diego County Water Authority
- Southern California Tribal Chairmen's Association
- Mexico

Dear Ms. Bransen:

SUBJECT: Proposed Regional Guidelines for the Active Transportation Program, Cycle 3

The San Diego Association of Governments (SANDAG) is pleased to submit its proposed regional guidelines for consideration at the upcoming California Transportation Commission (CTC) meeting scheduled for June 29-30, 2016. The SANDAG regional guidelines were prepared through an extensive public process involving member agencies, advocacy groups, stakeholders, and members of the public, and were unanimously approved by the SANDAG Board of Directors on May 27, 2016.

The proposed SANDAG guidelines (enclosed) align with requirements within the 2016 ATP Guidelines, including the benefit to disadvantaged communities, the types of projects considered to be eligible, the minimum project size, and the inclusion of public health scoring criteria. SANDAG respectfully submits the below proposed areas that differ from the ATP Guidelines for CTC consideration. Other aspects of the SANDAG regional guidelines remain consistent with the ATP guideline requirements.

- Project criteria/weighting: additional evaluation criteria is based on previously adopted regional priorities (see pages 22-26 for infrastructure projects, and pages 30-33 for non-infrastructure projects). References to the statewide application are included within each scoring criteria, as applicable.
- Supplemental questionnaire: applicants will be required to submit a supplement to the statewide application (see page 15) to provide additional information not requested in the statewide application.

Please contact Ariana zur Nieden at (619) 699-6961 or [ariana.zurnieden@sandag.org](mailto:ariana.zurnieden@sandag.org) or Jenny Russo at (619) 699-7314 or [jenny.russo@sandag.org](mailto:jenny.russo@sandag.org) for additional information or clarification. We appreciate your consideration of the proposed SANDAG regional guidelines at the upcoming June CTC meeting.

Sincerely,

  
GARY L. GALLEGOS  
Executive Director

GGA/JRU

Enclosure: SANDAG Regional Guidelines for CTC Approval

cc: Ms. Laurie Waters



401 B Street, Suite 800  
San Diego, CA 92101  
Phone (619) 699-1900  
Fax (619) 699-1905  
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**RESOLUTION NO. 2016-27**

**APPROVING THE SUBMISSION OF THE CYCLE 3 REGIONAL ACTIVE TRANSPORTATION PROGRAM SCORING CRITERIA TO THE CALIFORNIA TRANSPORTATION COMMISSION FOR USE IN THE COMPETITION**

WHEREAS, the Legislature and Governor of the State of California have provided funds for the Active Transportation Program (ATP) under Senate Bill 99, Chapter 359, and Assembly Bill 101, Chapter 354; and

WHEREAS, the California Transportation Commission (CTC) has been delegated the responsibility for the administration of this grant program, and has established necessary procedures; and

WHEREAS, the CTC has required in its ATP Guidelines that Metropolitan Planning Organizations (MPOs) coordinate the competitive selection process to select projects to receive a portion of the ATP funding; and

WHEREAS, the ATP Guidelines allow MPOs to use a different project selection criteria or weighting, minimum project size, match requirement, or definition of disadvantaged community for their competitive selection process with CTC approval; and

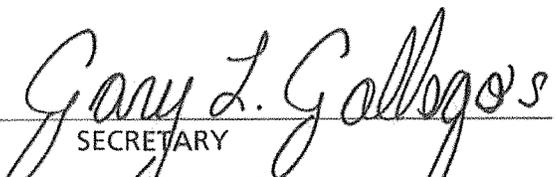
WHEREAS, the San Diego Association of Governments (SANDAG), as the MPO for the San Diego region, has developed program guidelines that utilize different project selection criteria and weighting for Cycle 3 of the San Diego regional ATP competition; and

WHEREAS, the CTC requires the Governing Body of the MPO to approve the proposed program guidelines for submittal to the CTC; NOW THEREFORE

BE IT RESOLVED that the SANDAG Board of Directors, acting as the MPO Governing Body, confirms that the Cycle 3 San Diego Regional ATP program guidelines are consistent with the ATP Guidelines established by the CTC, and hereby recommends the scoring criteria be submitted to the CTC for consideration.

PASSED AND ADOPTED this 27th of May, 2016.

  
\_\_\_\_\_  
CHAIR

ATTEST:   
\_\_\_\_\_  
SECRETARY

MEMBER AGENCIES: Cities of Carlsbad, Chula Vista, Coronado, Del Mar, El Cajon, Escondido, Imperial Beach, La Mesa, Lemon Grove, National City, Oceanside, Poway, San Diego, San Marcos, Santee, Solana Beach, Vista, and County of San Diego.

ADVISORY MEMBERS: California Department of Transportation, Metropolitan Transit System, North County Transit District, Imperial County, U.S. Department of Defense, San Diego Unified Port District, San Diego County Water Authority, Southern California Tribal Chairmen's Association, and Mexico.



401 B Street, Suite 800 • San Diego, CA 92101 • (619) 699-1900

**2016  
ACTIVE TRANSPORTATION  
PROGRAM GUIDELINES**

**SAN DIEGO REGIONAL COMPETITION  
ATP CYCLE 3**

**CYCLE 3 SCHEDULE**

The following schedule lists the major milestones for the development and adoption of the Cycle 3 ATP.

<b>Statewide Competition</b>	
CTC adoption of ATP Guidelines	3/17/2016
Estimated available funding released	5/18/2016
Statewide Call for Projects released	4/15/2016
Application submittal deadline for Statewide Competition	6/15/2016
CTC staff recommendation of projects for Statewide Competition	10/28/2016
CTC approval of recommended projects for Statewide Competition	12/7-12/8/16
<b>Regional Competition</b>	
Estimated available funding released by CTC	5/18/2016
Staff recommendation of Regional ATP guidelines presented to SANDAG Transportation Committee	5/20/2016
Regional ATP guidelines considered by SANDAG Board of Directors	5/27/2016
CTC considers SANDAG Regional Guidelines for approval	6/29-6/30/16
Regional Call for Projects released	7/1/2016
Pre-Application Workshop for Regional Competition	7/14/2016
Application submittal deadline for Regional Competition	8/19/2016
Scoring and ranking of Regional Competition applications	9/1-11/4/16
SANDAG Independent Taxpayer Oversight Committee (ITOC) reviews <i>TransNet</i> /ATP Swap concept (if applicable)	11/9/2016
TransNet Swap coordination with applicants (if applicable) for Regional Competition	11/14-11/23/16
Deadline for Applicants to submit Resolution	11/25/2016
Publication of ranked project list (through posting of Transportation Committee Agenda) for Regional Competition	12/2/2016
Staff recommendation of Regional Competition ranked projects presented to SANDAG Transportation Committee	12/9/2016
Regional ATP project rankings considered by SANDAG Board of Directors	12/16/2016
CTC considers adoption of ranked project list for SANDAG Regional Competition	March 2017

## OVERVIEW

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### REIMBURSEMENT

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

### ELIGIBLE PROJECTS

All projects will be selected through this competitive process and must meet one or more of the ATP program goals. Because the majority of funds in the ATP are federal funds, projects must be federal-aid eligible.

All projects submitted must be consistent with the 2050 Regional Transportation Plan/Sustainable Communities Strategy.

There are four different eligible project types:

#### 1. INFRASTRUCTURE PROJECTS

Capital projects that will further the goals of the ATP. 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 CTC's website at <http://www.catc.ca.gov/programs/stip.htm>.

A capital improvement that is required as a condition for private development approval or permits is not eligible for funding from the ATP.

#### 2. NON-INFRASTRUCTURE PROJECTS

Education, encouragement, and enforcement activities that further the goals of the ATP. The CTC intends to focus funding for non-infrastructure on start-up projects. A project is considered to be a start-up when no program currently exists. Start-up projects must demonstrate how the program is sustainable after ATP funding is exhausted. ATP funds cannot fund ongoing program operations. Non-infrastructure projects are not limited to those that benefit school students. Program expansions or new components of existing programs are eligible for ATP funds as long as the applicant can demonstrate that the existing program will be continued with non-ATP funds.

#### 3. INFRASTRUCTURE PROJECTS WITH NON-INFRASTRUCTURE COMPONENTS

Projects that have both infrastructure and non-infrastructure components will be scored using the scoring criteria that represents the higher proportion of the project. For example, a project that is more than 50 percent infrastructure will be scored using the infrastructure scoring criteria. Combination projects need to specify the percentage of each component (e.g. 75% infrastructure and 25% non-infrastructure).

#### 4. PLANS

The development of a community-wide bicycle, pedestrian, safe routes to school, or active transportation plan in a disadvantaged community.

- The term “minority” is described by the Federal Highway Administration as: Black (having origins in any of the black racial groups of Africa); Hispanic (of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race); Asian American (having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands); or American Indian and Alaskan Native (having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition).
- Low-income populations are those with income levels below 200 percent of the Federal Poverty Rate.
- Senior populations include anyone 75 years old and older.
- Projects located within Federally Recognized Tribal Lands (typically within the boundaries of a Reservation or Rancheria).

### 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 student must be the intended beneficiaries of the project. Other than traffic education and enforcement activities, non-infrastructure projects do not have a location restriction.

### 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 ([fhwa.dot.gov/environment/recreational\\_trails/](http://fhwa.dot.gov/environment/recreational_trails/)).

### ACTIVE TRANSPORTATION PLAN FOR DISADVANTAGED COMMUNITIES

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:

- 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.
- 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.
- 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, and other destinations.
- A map and description of existing and proposed bicycle transportation facilities, including a description of bicycle facilities that serve public and private schools, and, if appropriate, a description of how the five Es (Education, Encouragement, Enforcement, Engineering, and Evaluation) will be used to increase rates of bicycling to school.
- A map and description of existing and proposed end-of-trip bicycle parking facilities.

## EXAMPLE PROJECTS

Below is a list of projects considered generally eligible for ATP 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 Caltrans Department of Local Assistance ATP website available at [http://www.dot.ca.gov/hq/LocalPrograms/atp/atp\\_info.html](http://www.dot.ca.gov/hq/LocalPrograms/atp/atp_info.html).

- 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 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 analyses.
  - 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.

## PROJECT APPLICATION REQUIREMENTS

To apply for the regional competition, all applicants must complete:

1. The application utilized for the statewide competition

The statewide application is available on the Caltrans ATP website at:

<http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-3.html>

2. The Regional ATP Supplemental Questionnaire

The Regional ATP Supplemental Questionnaire is included on the following page.

3. A resolution from the applicant's authorized governing body that includes the following provisions, consistent with SANDAG Board Policy No. 035:<sup>1</sup>

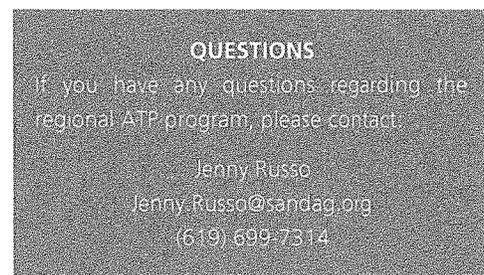
- Applicant's governing body commits to providing the amount of matching funds set forth in the grant application.
- Applicant's governing body authorizes staff to accept the grant funding and execute a grant agreement, if an award is made by the CTC or SANDAG.

Applicants that submit applications for the statewide competition will automatically be considered for the regional competition. Applicants that applied for the statewide competition do not need to submit another copy of their application to SANDAG if they have already provided one as part of the statewide competition; however all applicants for the regional competition must submit the Regional ATP Supplemental Questionnaire and a resolution from their authorized governing body to provide additional information needed for the regional competition.

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 project.

One electronic (PDF) copy of the application must be received by SANDAG no later than 4 p.m. on Friday, August 19, 2016. Applications should be addressed to:

Jenny R. Russo  
Regional ATP Administrator  
SANDAG  
401 B Street, Suite 800  
San Diego, CA 92101  
[Jenny.Russo@sandag.org](mailto:Jenny.Russo@sandag.org)



## PRE-APPLICATION WORKSHOP

SANDAG will conduct a pre-application workshop for prospective applicants to provide an overview of the ATP program and the application process, and answer any questions. Applicants are strongly encouraged to attend this workshop. The workshop will take place on Thursday, July 14, 2016, from 10 a.m. to 12 p.m. in the Seventh Floor Board Room at SANDAG.

## REFERENCE DOCUMENTS

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<sup>1</sup> The Resolution should be submitted with the Application, but at the very latest, must be received by SANDAG prior to November 25, 2016. The Resolution will be utilized in the event a *TransNet*-ATP funding exchange is implemented.

## REGIONAL ATP SUPPLEMENTAL QUESTIONNAIRE

### NON-INFRASTRUCTURE APPLICATIONS

Applicants that would like to be considered for non-infrastructure funding for the regional ATP competition must answer the following question, as a supplement to the statewide application:

- **INNOVATION:** Does this project propose any solutions that are new to the San Diego Region?

### INFRASTRUCTURE APPLICATIONS

Applicants that would like to be considered for infrastructure funding for the regional ATP competition must answer the following questions, as a supplement to the statewide application:

- **PROJECT READINESS – COMPLETION OF MAJOR MILESTONES:** Which of the following steps for the project have been completed?
  - Community Active Transportation Strategy/Neighborhood-Level Plan/Corridor Study
  - Environmental Documentation/Certification
  - Right-of-Way Acquisition
  - Final Design
- **LINKAGES TO BICYCLE, PEDESTRIAN, AND TRANSIT NETWORKS:** Provide a map that clearly illustrates the project's relationship to existing local and regional bicycle, pedestrian, and transit facilities. Specifically, note if the project closes any gaps in bicycle and pedestrian facilities.
- **EFFECTIVENESS AND COMPREHENSIVENESS OF PROPOSED PROJECT:** Describe the specific traffic calming, pedestrian, and bicycle treatments being proposed and why they are particularly suited to address the needs of the project area. Address how the traffic calming measures will benefit pedestrians and bicycles.
- **COMPLEMENTARY PROGRAMS:** Describe any programs that complement the proposed infrastructure improvements, including awareness, education efforts, increased enforcement, bicycle parking, etc. and who will be implementing them. In order to achieve points, programs must be included in the scope of the project.
- **INNOVATION:** Is this project an FHWA or State Experimentation Effort? Does this project propose any solutions that are new to the San Diego region?

## OVERVIEW

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few projects as practicable. Should a funding exchange be proposed, projects that elect to participate in the exchange would be removed from the regional ATP ranking and be funded through *TransNet*. The *TransNet*-funded projects would be administered as other *TransNet* Active Transportation Grant Program projects and be subject to the terms and conditions of SANDAG Board Policy No. 035.

SANDAG staff will make the determination of whether a funding exchange is an option under the Cycle 3 Regional ATP. The ability to make the exchange and the terms and conditions of such exchange shall be in SANDAG's sole discretion and this determination will be made for Cycle 3 only.

Note: Projects that are a component of major roadway reconstruction projects funded by *TransNet* are subject to the Routine Accommodations Provisions outlined in SANDAG Board Policy No. 031: *TransNet* Ordinance and Expenditure Plan Rules, Rule 21 and will not not eligible for the funding exchange.

## SELECTION PROCESS

SANDAG Contracts and Procurement staff will present the list of overall project rankings and corresponding funding recommendations to the Transportation Committee for recommendation to the SANDAG Board of Directors. The SANDAG Board will review and recommend the final list of projects to the CTC for consideration. The CTC will consider the Regional ATP project rankings in March 2017.

may also use AASHTO standards and must also be consistent with the guidelines outlined in Riding to 2050: The San Diego Regional Bike Plan and Planning and Designing for Pedestrians.

### **PROJECT READINESS (INFRASTRUCTURE PROJECTS ONLY)**

Applicant must have completed a feasibility study or an equivalent evaluation of project feasibility. For smaller-scale projects, an equivalent evaluation of project feasibility must have included the following:

- Agency staff field evaluation
- Concept drawings
- Horizontal alignment
- Identification of potential challenges
- Identification of right-of-way
- Identification of environmental requirements
- Cost estimate
- Preliminary community input

### **BASELINE DATA COLLECTION**

Applicants must include baseline data collection within the project application. Prior to project construction, a selected applicant must collect data on (at minimum) observed bicycle and pedestrian demand and safety in the project area, and submit results to SANDAG. A subset of selected applicants may be selected for in-depth evaluation by SANDAG, in which case, SANDAG will conduct the data collection effort with required participation from the selected applicants' staff. Such in-depth evaluation conducted by SANDAG will take place solely for the purpose of SANDAG Active Transportation data collection and monitoring efforts, and will not impact the selected applicants' budgets.

Bicycle and pedestrian observed demand data must be collected prior to project construction, through counts, observations of bicyclist/pedestrian/driver behavior, and intercept surveys using the National Bicycle and Pedestrian Documentation Project methodology:

- Counts must be conducted prior to project construction, during National Documentation Days in the second week of September. Supplementary counts and surveys can be conducted during January, May, and July to provide seasonal data if desired.
- Counts should be conducted for two hours, at peak times relative to the facility. For example, facilities attracting utilitarian trips should be counted on a Tuesday, Wednesday, or Thursday from 5 p.m. to 7 p.m., whereas facilities attracting recreational trips should be counted on a Saturday, from 9 a.m. to 11 a.m.
- Counts must be conducted using standard forms, to be provided by SANDAG. Completed forms must be submitted to SANDAG as a project deliverable.

### E. Safety and Access Improvements

(Part B, Narrative Question #3)

Points for this section will be awarded based on the applicant's description of safety hazards and/or collision history, degree of hazard(s), and potential for increasing bicycle or pedestrian trips. Some hazards may be so unsafe as to prohibit access and therefore lack collision data. Projects lacking collision data may still receive points only for creating safe access or overcoming hazardous conditions; however, the highest scoring projects will present both.

To earn points without collision data, Applicant must describe detractors in the project area that prohibit safe access (ex. lack of facilities, high traffic volumes/speeds where bicycle/pedestrian trips would increase with safer access, freeway on/off ramps, blind curves, steep slopes, etc.) The evaluation panel will also consider vehicle speed limit and average daily traffic information in identifying the degree of hazard. *(Up to 12 points possible)*

- One to two correctable collisions involving non-motorized users (2 points)
- Three to four correctable collisions involving non-motorized users (4 points)
- Five or more correctable collisions involving non-motorized users (6 points)

and/or

- Creates access or /overcomes barriers in an area where hazardous conditions prohibit safe access for bicyclists and pedestrians (6 points)

### 5. QUALITY OF PROJECT

This section will be scored using the guidance outlined in SANDAG Riding to 2050: The San Diego Region Bicycle Plan; Planning and Designing for Pedestrians; and the NACTO Urban Bikeway Design Guide.

Points will be awarded based on the quality of proposed measures and the potential to address community needs identified by the Applicant. The highest scoring projects will make significant infrastructure changes that result in reduced speeds and safer environments for bicyclists and pedestrians, balance the needs of all modes, and include a broad array of devices to calm traffic and/or prioritize bicyclists and pedestrians. Low-scoring projects will have fewer features and make minimal improvements.

#### A. Impact and Effectiveness of Proposed Bicycle, Pedestrian, and/or Traffic Calming Measures<sup>2</sup>

(Part B, Narrative Question #3)

Up to 5 points are available within each of the three project categories: bicycle, pedestrian, and/or traffic calming measures. Therefore, projects that propose improvements in more than one category are eligible to earn more points *(up to 15 total points possible)*. In scoring traffic calming measures, the following minimum thresholds for frequency/effectiveness of traffic calming devices along a roadway will be taken into consideration:

Residential Street (20 mph) = Devices every 250 feet (on either side)

Collector or Main Street (25 mph) = Devices every 400 feet

Arterial street (35 mph) = Devices every 800 feet

- How well will the proposed traffic calming address the identified need in the project area? Are the proposed solutions appropriate for the situation? (up to 5 points)
- How well will the proposed pedestrian improvements address the identified need in the project area? (up to 5 points)

---

<sup>2</sup> Traffic calming measures that consist of roadway improvements that benefit motorists only will receive 0 points.

**7. DEMAND ANALYSIS USING GEOGRAPHIC INFORMATION SYSTEM (GIS)  
(PART 2, GENERAL PROJECT INFORMATION)**

\*NOTE: SANDAG Technical Services Department staff will calculate the points awarded for this criterion based on a GIS analysis of the project area relative to the seven factors listed below.

A half-mile buffer will be created around pedestrian improvement projects and a one-mile buffer will be created around bicycle improvement projects. Results for each factor will be ranked from highest to lowest (with the exception of vehicle ownership, which will be ranked from lowest to highest), in quintiles, for all projects. Projects will then be scored relative to each other by ranking the raw scores from highest (up to 15 points) to lowest (1 point). (Up to 15 points possible)

- Population
- Population Density
- Employment Density
- Intersection Density
- Activity Centers
- Employment
- Vehicle Ownership

**8. PROJECT READINESS/COMPLETION OF MAJOR MILESTONES  
(PART 5, PROJECT SCHEDULE, AND REGIONAL ATP SUPPLEMENTAL QUESTIONNAIRE)**

Evidence of a completed feasibility study or equivalent evaluation of project feasibility. Points will be awarded based on the project development milestones completed. *(Up to 20 points possible)*

- Neighborhood-level plan, corridor study, or community active transportation strategy. *(Up to 2 points)*
- Environmental clearance under California Environmental Quality Act and the National Environmental Policy Act. *(Up to 4 points)*
- Completion of right-of-way acquisition, all necessary entitlements, or evidence provided by the applicant that no right-of-way acquisition is required. *(Up to 4 points)*
- Completion of final design (plans, specifications, and estimates). *(Up to 10 points)*

**9. COST EFFECTIVENESS  
(COVER PAGE, TOTAL ATP \$)**

Ratio of Grant Request to Project Score

\*NOTE: SANDAG Contracts and Procurement staff will calculate the points awarded for this criterion.

The grant-score ratio is calculated by dividing the total project grant request amount by the sum of points earned in Categories 1 through 5. The projects will be ranked against each other based on the resulting quotient and the available 10 points will be distributed accordingly. The project(s) with the largest quotient will receive 10 points, and the one(s) with the smallest quotient will receive 1 point. (Up to 10 points possible)

**10. MATCHING FUNDS  
(COVER PAGE, MATCHING \$; PART 6, PROJECT FUNDING ; AND PART B, NARRATIVE QUESTION #7)**

\*NOTE: SANDAG Contracts and Procurement staff will calculate the points awarded for this criterion.

Supporting documentation demonstrating that matching funds have been secured and the source(s) of the matching funds should be detailed. Matching funds that have not been secured will not count toward this score.

Points for matching funds will be awarded by ranking the matching fund amounts proposed by each applicant, dividing each matching fund amount by the highest matching fund rank, then multiplying the number of points available by this quotient. The project with the largest proposed matching funds will receive ten points. Projects that do not include matching funds will receive 0 points. (Up to 10 points possible)

**INFRASTRUCTURE PROJECTS**

**INFRASTRUCTURE SCORING CRITERIA MATRIX**

Infrastructure projects will be scored and ranked on the basis of applicant responses to the Infrastructure Scoring Criteria Guidance.

Points calculated by SANDAG’s Technical Services Department or Contracts and Procurement staff are marked with an asterisk (\*).

No.	CATEGORY	PTS	CRITERIA	POINTS POSSIBLE	%
<b>1. PROJECT CONNECTIONS (21% of total points)</b>					
A.*	Connection to Regional Bicycle Network	6 8	Project will directly connect to the Regional Bikeway Network <b>or</b> Project will construct part of the Regional Bikeway Network	Up to 8	5%
B.	Completes Connection in Local Bicycle Network	8	Closes a gap between existing bicycle facilities	Up to 8	5%
C.	Completes Connection in Existing Pedestrian Network	8	Closes a gap in the existing pedestrian network	Up to 8	5%
D.*	Connection to Transit	6 2 4 4 6	Bicycle improvement within 1 ½ miles of a regional transit station <b>and/or</b> Pedestrian improvement within 1/4 mile of a local transit stop Pedestrian improvement directly connects to a local transit stop Pedestrian improvement within 1/2 mile of a regional transit station Pedestrian improvement directly connects to a regional transit station	Up to 12	7%
<b>2. SAFETY AND QUALITY OF PROJECT (31% of total points)</b>					
A.	Safety and Access Improvements	2 4 6 6	Potential for increasing bicycle or pedestrian trips at location with documented safety hazard or accident history <i>within the last seven years</i> : 1 to 2 correctable crashes involving non-motorized users 3 to 4 correctable crashes involving non-motorized users 5 or more correctable crashes involving non-motorized users <b>and/or</b> Creates access or overcomes barriers in area where hazardous conditions prohibit safe access for bicyclists and pedestrians.	Up to 12	7%
B.	Impact and Effectiveness of Proposed Bicycle, Pedestrian, and/or Traffic Calming Measures	Up to 5	How well will the proposed traffic calming address the identified need in the project area? Are the proposed solutions appropriate for the situation?	Up to 15	9%
		Up to 5	How well will the proposed pedestrian improvements address the identified need in the project area?		
		Up to 5	How well will the proposed bicycle improvements address the identified need in the project area?		

**INFRASTRUCTURE PROJECTS**

No.	CATEGORY	PTS	CRITERIA	POINTS POSSIBLE	%
<b>8. PUBLIC HEALTH (6% of total points)</b>					
			Does the project improve public health by targeting populations with high risk factors for obesity, physical inactivity, asthma, or other health issues?	Up to 10	6%
		2	Coordination with the local health department to identify data and risk factors for the community.		
		2	Description of the targeted populations and the health issues that the project will address.		
		3	Assessment of health data using the online California Health Interview Survey tool.		
		3	Assessment of the project's health benefits using the online Health Economic Assessment Tool		
<b>9. USE OF CALIFORNIA CONSERVATION CORPS OR A QUALIFIED COMMUNITY CONSERVATION CORPS (-3% of total points)</b>					
		0	The applicant sought California Conservation Corps or a qualified Community Conservation Corps participation on the project	0 to -5	-3%
			<b>or</b>		
		-5	The applicant did not seek California Conservation Corps or a qualified Community Conservation Corps for participation on the project, or the applicant intends not to utilize a corps in a project in which the corps can participate		
<b>10. BENEFIT TO DISADVANTAGED COMMUNITY (6% of total points)</b>					
		10	The project benefits a disadvantaged community.	Up to 10	6%
			<b>or</b>		
		0	The project does not benefit a disadvantaged community.		
<b>TOTAL PROJECT SCORE</b>				<b>170</b>	<b>100%</b>

### NON-INFRASTRUCTURE SCORING CRITERIA GUIDANCE

The following narrative descriptions will be used to assist the evaluation panel in scoring non-infrastructure applications. The Non-Infrastructure Scoring Criteria Matrix on pages 33-34 is a summary of this information. References to the statewide application or Regional ATP Supplemental Questionnaire are shown in green text next to each section heading below.

#### 1. ALIGNMENT WITH ATP OBJECTIVES (PART B, NARRATIVE QUESTION #2)

Points will be awarded based on how well the proposed project aligns with the ATP objectives. The highest scoring projects will demonstrate the potential for measurable impact across multiple objectives. *(Planning: Up to 30 points; EEA Programs: Up to 20 points; Bike Parking: Up to 20 points)*

#### 2. COMPREHENSIVENESS (ATTACHMENT G: NON-INFRASTRUCTURE WORK PLAN)

Points will be awarded according to the comprehensiveness of the proposed project, plan, or program, in terms of both scope and scale. The quality of the proposed project and its potential to address community needs identified by the Applicant will be considered.

- **Planning:** The highest scoring projects will: aim to address Complete Streets principles; incorporate traffic calming measures for the benefit of pedestrians and bicycles; prioritize bike/pedestrian access; and/or be considered a Community Active Transportation Strategy (CATS). *(Up to 15 points)*
- **EEA Programs:** The highest scoring projects will: reach more of the region's residents, including specific underserved or vulnerable populations that lack vehicular access; take place over a longer period of time; complement a capital improvement project; and/or be part of a larger Transportation Demand Management (TDM) effort. Lower-scoring projects will be smaller in scope, scale, or duration, and will be independent of any capital improvement projects. *(Up to 15 points)*
- **Bike Parking:** The highest scoring projects will: cover a larger geographic area; complement a capital improvement project; and/or be part of a larger TDM effort. Lower-scoring projects will be smaller in scope and scale, and will be independent of any capital improvement projects. *(Up to 10 points)*

#### 3. METHODOLOGY (ATTACHMENT G: NON-INFRASTRUCTURE WORK PLAN)

Points will be awarded across all categories according to how well the proposed effort will meet the demonstrated need and project goals.

- **Planning:** Highest scoring projects will include a comprehensive planning process in their scopes of work that addresses the goals of Complete Streets, prioritizes bicyclist and pedestrian access, plans for traffic calming, and ties into Safe Routes to School efforts in the project area. *(Up to 35 points)*
- **EEA Programs:** Highest scoring projects will clearly and succinctly demonstrate how the project scope of work will directly address the proposed program goals and objectives, and will also list measurable objectives and/or deliverables. Lower scoring projects will state a generic need, broad goals, and/or will fail to clearly articulate how the scope of work will address project goals. *(Up to 35 points)*
- **Bicycle Parking:** Projects must demonstrate that they meet guidelines outlined in Riding to 2050: The San Diego Regional Bicycle Plan, available at [http://www.sandag.org/uploads/publicationid/publicationid\\_1674\\_14591.pdf](http://www.sandag.org/uploads/publicationid/publicationid_1674_14591.pdf). Innovations that deviate from the guidelines may still be considered. The highest scoring bicycle parking projects will be appropriately located with attractive and functional designs and demonstrate how the project will directly address the proposed program goals and objectives. *(Up to 15 points)*

### 8. COST EFFECTIVENESS (COVER PAGE, TOTAL ATP \$)

NOTE: SANDAG Contracts and Procurement staff will calculate the points awarded for this criterion.

The grant-score ratio is calculated by dividing the total project grant request amount by the sum of points earned in Categories 1 through 7. The projects will be ranked against each other based on the resulting quotient and the available 20 points will be distributed accordingly. The project(s) with the largest quotient will receive 20 points, and the one(s) with the smallest quotient will receive 1 point. *(Up to 20 points)*

### 9. MATCHING FUNDS (COVER PAGE, MATCHING \$; PART 6, PROJECT FUNDING ; AND PART B, NARRATIVE QUESTION #7)

NOTE: SANDAG Contracts and Procurement staff will calculate the points awarded for this criterion.

Supporting documentation that demonstrates that matching funds have been secured AND the source(s) of matching funds are detailed. Matching funds that have not been secured will not count toward this score.

Points for this criterion will be calculated by SANDAG Contracts and Procurement staff by dividing the total project cost as proposed in the application by the grant request. The projects will be awarded points proportionately on a scale of 0 to 20 based on the statistical distribution of matching fund quotients. The project(s) with the largest quotient will receive 20 points, and the project(s) with no matching funds will receive no points. *(Up to 20 points)*

### 10. PUBLIC HEALTH (PART B, NARRATIVE QUESTION #5)

Up to 15 points will be awarded for improving public health through the targeting of populations with high risk factors for obesity, physical inactivity, asthma, or other health issues. Points will be awarded to applicants that conduct the following:

- Coordinate with the local health department to identify data and risk factors for the community (4 points)
- Describe the targeted populations and the health issues that the project will address (3 points)
- Assess health data using the online California Health Interview Survey (CHIS) tool available at <http://healthpolicy.ucla.edu/chis/Pages/default.aspx> (4 points)
- Assess the project's health benefits using the online Health Economic Assessment Tool (HEAT) available at <http://www.heatwalkingcycling.org> (4 points)

**NON-INFRASTRUCTURE PROJECTS**

<b>9*</b>	<b>Matching Funds</b>				
	ALL	<p>Matching funds can be from any of the following sources:</p> <ol style="list-style-type: none"> <li>1. Identified and approved capital funding from identified source</li> <li>2. Approved match grant</li> <li>3 In-kind services</li> </ol> <p>Points for matching funds are awarded by dividing the total project cost as proposed in the application by the grant request. The project(s) with the largest quotient will receive twenty points, and the project(s) with no matching funds will receive no points.</p>	<b>20</b>	<b>20</b>	<b>20</b>
<b>10</b>	<b>Public Health</b>				
	ALL	<p>Does the project improve public health by targeting populations with high risk factors for obesity, physical inactivity, asthma, or other health issues?</p>	<b>15</b>	<b>15</b>	<b>15</b>
		<b>TOTAL POINTS</b>	<b>170</b>	<b>170</b>	<b>170</b>

**ATTACHMENT 4**  
**TULARE COUNTY**  
**ASSOCIATION OF**  
**GOVERNMENTS**



210 North Church St. Suite B.  
Visalia, California 93291  
Phone (559)623-0450  
Fax (559)733-6720  
[www.tularecog.org](http://www.tularecog.org)

May 24, 2016

Ms. Susan Bransen  
Executive Director  
California Transportation Commission  
1120 N Street, MS-52  
Sacramento, CA 95814

Dear Ms. Bransen,

Subject: Proposed ATP Cycle 3 MPO Component Project Selection Guidelines

The Tulare County Association of Governments (TCAG) is pleased to present for your review our proposed ATP Cycle 3 MPO Component Project Selection Guidelines. The guidelines were prepared in cooperation with member agencies, stakeholders, and the public. Attachment A consists of the proposed guidelines which were unanimously approved by the TCAG Board of Directors on May 16, 2016. Attachment B is the TCAG Board resolution of approval.

The TCAG guidelines use the CTC statewide ATP guidelines with some additions and modifications. These additions and modifications include:

- Agencies are allowed to phase and segment their projects due to the lower amount of funding available in the MPO component.
- Establishment of a contingency project list in the event of project failures and/or savings from projects selected for funding under the Cycle 3 MPO component.
- Bonus points for projects which: are in the Measure R expenditure plan; were previously funded under the Transportation Enhancement (TE) Program; or are part of an agency-adopted Complete Streets Plan or a local or regional ATP plan.
- Higher scoring for projects benefiting severely disadvantaged communities;

Please contact Gabriel Gutierrez at (559) 623-0465 or [ggutierrez@tularecog.org](mailto:ggutierrez@tularecog.org) for additional information or clarification. We appreciate your consideration of the proposed guidelines at the upcoming June CTC meeting.

Sincerely,

A handwritten signature in cursive script that reads 'Ted Smalley'.

Ted Smalley  
Executive Director

Attachments:        Attachment A  
                             Attachment B

**Tulare County Association of Governments**  
**MPO Competitive Project Selection Guidelines for**  
**Cycle 3 of the Active Transportation Program**  
**(Adopted May 16, 2016)**

This document serves as TCAG's Cycle 3 Local ATP Selection Guidelines. The guidelines substantially follow those of the California Transportation Commission, but include a number of differences based on the region's existing policies and priorities.

TCAG will not issue a call for projects for the MPO competitive project selection process (MPO process). Only those projects submitted to Caltrans for consideration in the statewide competitive program will be considered for funding under the MPO process. One hard copy and one electronic copy (on CD or USB flash drive) of each application must be received by TCAG no later than June 15, 2016 to be considered in the MPO process.

**Project Phasing and Segmentation**

Due to the smaller amount of funding available under the MPO process, agencies will be allowed to phase or segment their projects. The agency must show that the project phase or segment is a useable segment and still qualifies for ATP funding. In addition, the agency must include a detailed description of all the changes proposed, revised project cost estimates, and cost/benefits changes associated with the revision(s). The following documents must be submitted:

1. Cover letter describing in detail the project revisions and an explanation of how the revised project is a useable segment and how the project still qualifies for ATP funding.
2. Revised engineer's cost estimate
3. Revised Project Programming Request form
4. Description of Cost/Benefit changes as a result of the project revisions.

**Project Scoring**

TCAG will not use the scores received by each project under the statewide competitive program for its MPO process. Each project will be reviewed by the local project evaluation committee and given a new score.

**Contingency List**

TCAG will prepare a list of contingency projects, ranked in priority order based on the project's evaluation score. TCAG would fund projects on the contingency list should there be any project failures or savings from projects selected for funding under the Cycle 3 MPO process. This will ensure full use all local ATP funds, and that no ATP funds are lost from the region. The contingency list is valid until the adoption of the next statewide ATP component project recommendations.

## Scoring Criteria

### *Increasing Walking and Bicycling*

In order to encourage agencies to submit infrastructure projects for funding through the Active Transportation Program, an additional 5 bonus points will be awarded under this criteria to projects that consist of Safe Routes to School infrastructure or Bicycle and/or Pedestrian infrastructure. If the project contains Non-Infrastructure elements, the cost for the non-infrastructure component cannot exceed 25% of the total project cost in order to be awarded the 5 bonus points.

### *Public Participation and Planning*

The scoring criteria for the MPO process will emphasize those projects which are part of an adopted plan (general plan, specific plan, ATP plan, bike plan, etc.) and the project's relationship to system planning. A map showing how the project fits within the adopted plan shall be submitted to TCAG at the time project's initial application submittal to the statewide ATP competition. While not required for the statewide submittal, agencies are encouraged to include the map as part of the statewide submittal as it could result in a higher number of points being awarded under the Public Participation and Planning scoring criteria. *(Note: should the project submitted for ATP funding be a part of the recently adopted Tulare County Regional Active Transportation Plan (RATP), maps which would satisfy this criteria are available in the RATP document).*

Bonus Points: Projects which meet the criteria identified below will be awarded additional points as follows:

Criteria	Additional Points
Projects which are a part of the Measure R expenditure plan	5
Projects which were previously funded under the Transportation Enhancement (TE) Program.	5
Projects which are part of an agency-adopted Complete Streets Plan or Policy, Local ATP Plan, or Regional ATP Plan.	3
*TCAG staff will perform the eligibility analysis for awarding the additional points.	

*Benefit to Disadvantaged Communities*

The 2017 ATP Guidelines state that MPOs may use different criteria for determining which projects benefit Disadvantaged Communities if the criteria are approved by the Commission. TCAG will use the same criteria from the 2017 ATP Guidelines with the following exception:

***Five (5) additional points will be awarded for projects benefiting severely disadvantaged communities (less than 60% of the statewide median income)***

*Past Performance on Grants*

For the MPO competitive project selection process, the agency's past performance on delivering CMAQ and ATP projects will be used in determining a score. TCAG staff will provide a score for this criterion.

BEFORE THE  
TULARE COUNTY ASSOCIATION OF GOVERNMENTS  
COUNTY OF TULARE, STATE OF CALIFORNIA

In the matter of:

ADOPTION OF THE MPO COMPETITIVE	)	
PROJECT SELECTION GUIDELINES FOR	)	Resolution No. 2016-122
FOR CYCLE 3 OF THE ACTIVE	)	
TRANSPORTATION PROGRAM	)	

WHEREAS, the Tulare County Association of Governments (TCAG) is the regional transportation planning agency for Tulare County pursuant to Government Code Section 66500 *et seq.*; and

WHEREAS, TCAG is the designated Metropolitan Planning Organization (MPO) for Tulare County and is required to prepare and endorse a Federal Transportation Improvement Program (FTIP) which includes all federal funds; and

WHEREAS, TCAG is the designated recipient for federal funding administered by the Federal Highway Administration (FHWA) assigned to the MPO of Tulare County; and

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

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

WHEREAS, TCAG has developed, in cooperation with CTC, local governments, and the public, guidelines for the selection of local ATP projects; and

WHEREAS, a multi-disciplinary project evaluation committee evaluates and recommends candidate projects for inclusion in the TCAG Active Transportation Program of Projects.

NOW, THEREFORE, BE IT RESOLVED that the Tulare County Association of Governments hereby approves:

1. The guidelines to be used in the evaluation of candidate projects for inclusion in the ATP, as set forth in Attachment A of this resolution.
2. That the Executive Director or designee can make technical adjustments and other non-substantial revisions, as needed.

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

The foregoing Resolution was adopted upon motion of Member Ennis, seconded by Member Sally at a regular meeting held on the 16<sup>th</sup> day of May, 2016, by the following vote:

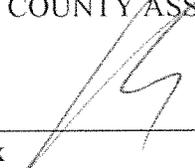
AYES: Ishida, Cox, Worthley, Ennis, Reynosa, Sally, Gomez, Kimball, Gurrola, Vejevoda, Mendoza, Townsend

NOES:

ABSTAIN:

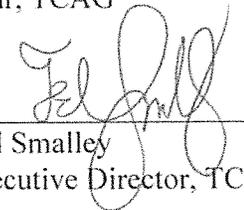
ABSENT: Vander Poel, Link, Hamilton, Holscher, Stammer, Jr.

TULARE COUNTY ASSOCIATION OF GOVERNMENTS



---

Phil Cox  
Chair, TCAG



---

Ted Smalley  
Executive Director, TCAG

I hereby certify that the foregoing is a true copy of a resolution of the Tulare County Association of Governments duly adopted at a regular meeting thereof held on the 16<sup>th</sup> day of May, 2015.

# **ATTACHMENT 5**

## **ADDITIONAL INFORMATION**



June 9, 2016

Member Agencies

City of Ceres

City of Hughson

City of Modesto

City of Newman

City of Oakdale

City of Patterson

City of Riverbank

City of Turlock

City of Waterford

Stanislaus County

Policy Board Chair

Vito Chiesa

Policy Board Vice-Chair

Bill Zoslocki

Executive Director

Rosa De León Park

Laural Janssen  
Deputy Director  
California Transportation Commission  
1120 N Street, Room 2221 (MS-52)  
Sacramento, CA 95214

**Subject: Stanislaus Council of Governments Active Transportation Program Cycle 3 Supplemental Call for Projects**

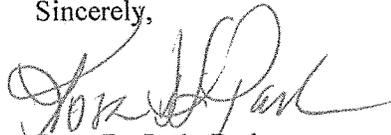
Dear Ms. Janssen,

This letter is to inform the California Transportation Commission that the Stanislaus Council of Governments (StanCOG) will be administering a 2017 ATP Cycle 3 supplemental call for projects and will be using the 2017 ATP Statewide Guidelines. Please see the below supplemental call schedule::

StanCOG ATP Cycle 3 Call for Projects Schedule	
<b>September 12, 2016</b>	StanCOG ATP Cycle 3 Call for Projects Begins
<b>October 10, 2016</b>	StanCOG ATP Cycle 3 Call for Projects Ends
<b>November 2016</b>	ATP Project Evaluation Committee Completes Applications Review
<b>December 21, 2016</b>	Policy Board Approval of ATP Programming Recommendations
<b>January 27, 2017</b>	StanCOG submits Programming Recommendations to CTC
<b>March 2017</b>	CTC adopts MPO Selected Projects

Should you have any questions please contact Marcus Tucker, StanCOG Associate Planner, at 209.525.4636 or via e-mail at [mtucker@stancog.org](mailto:mtucker@stancog.org).

Sincerely,



Rosa De León Park  
Executive Director

Cc: Laurie Waters, CTC



SAN JOAQUIN COUNCIL OF GOVERNMENTS

555 E. Weber Avenue • Stockton, California 95202

209.235.0600 • 209.235.0438 (fax)

[www.sjco.org](http://www.sjco.org)

*Anthony Silva*  
CHAIR

*Steve DeBrum*  
VICE CHAIR

*Andrew T Chesley*  
EXECUTIVE DIRECTOR

*Member Agencies*  
CITIES OF  
ESCALON,  
LATHROP,  
LODI,  
MANTECA,  
RIPON,  
STOCKTON,  
TRACY,  
AND  
THE COUNTY OF  
SAN JOAQUIN

May 31, 2016

Ms. Susan Bransen  
Executive Director  
California Transportation Commission  
1120 N Street, Room 2221 (MS-52)  
Sacramento, CA 95814

**SJCOG ATP Cycle 3 Supplemental MPO Call for Projects**

Ms. Bransen,

Please accept this letter as notification of SJCOG's intent to hold a supplemental call for projects as set forth on page 12 of the 2017 Active Transportation Program Guidelines (3/17/16). SJCOG is not proposing any changes to the ATP guidelines as referenced in this letter and will utilize the same selection criteria for the regional supplemental call for projects.

Sincerely,

Diane Nguyen  
Deputy Director, Planning, Programming & Project Delivery  
San Joaquin Council of Governments