

California Department of Transportation

DIVISION OF LOCAL ASSISTANCE
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July 20, 2021

Active Transportation Program
 Cycle 5 Metropolitan Planning Organization (MPO) Awardee

Dear Recipient:

Congratulations! Your project is included on the California Transportation Commission's (CTC) 2021 Active Transportation program (ATP) [list of awarded projects](#).

For the successful implementation of your project, please note the following:

- The agency's first step is to contact the appropriate [District Local Assistance Engineer](#) (DLAE) who can assist with the Master Agreement (if needed), allocation, and authorization processes.
- Projects must be federal-aid eligible unless the project is designated as state-only funded. Contact your DLAE or your MPO to determine if your project is State or Federally funded, or go to the awarded project list at https://catc.ca.gov/-/media/ctc-media/documents/201905_atp_mpo_project_list_a11y.pdf
- The ATP is a reimbursement program. Reimbursable work cannot commence on your project until:

STATE-ONLY FUNDED

- You have a Master Agreement
- You receive an allocation from CTC
 - Recommend your project be programmed in the current Federal Statewide Transportation Improvement Program (FSTIP)

FEDERALLY FUNDED

- You have a Master Agreement
- Your project is programmed in the current Federal Statewide Transportation Improvement Program (FSTIP)
- You receive an allocation from CTC
- You receive an authorization to proceed from Federal Highway Administration (FHWA)

Allocations for projects cannot commence until appropriate clearances are achieved. Please see the Local Assistance Procedures Guide (LAPG) and the following table for funding allocation requirements.

Phase	Work allowed	Requirement prior to requesting and receiving funding (allocation)
Project Approval & Environmental Document (PA&ED)	<ul style="list-style-type: none"> • NEPA and/or CEQA clearance • Preliminary engineering 	<ul style="list-style-type: none"> • Master Agreement • MPO/RTPA approval if applicable*
Plans, Specifications and Estimates (PS&E)	<ul style="list-style-type: none"> • Formal design work 	<ul style="list-style-type: none"> • Master Agreement • MPO/RTPA approval if applicable* • Environmental document certified <ul style="list-style-type: none"> ○ CEQA for state-only funded projects ○ CEQA and NEPA for federally funded projects • Baseline agreement executed if applicable**
Right of Way (RW)	<ul style="list-style-type: none"> • RW mapping • Fee acquisition • Utility relocation • RW certification 	<ul style="list-style-type: none"> • Master Agreement • MPO/RTPA approval if applicable* • Environmental document certified <ul style="list-style-type: none"> ○ CEQA for state-only funded projects ○ CEQA and NEPA for federally funded projects • Baseline agreement executed if applicable**
Construction (CON)	<ul style="list-style-type: none"> • Advertisement • Award • Construction • Construction engineering 	<ul style="list-style-type: none"> • Master Agreement • MPO/RTPA approval if applicable* • Environmental document certified <ul style="list-style-type: none"> ○ CEQA for state-only funded projects ○ CEQA and NEPA for federally funded projects • Baseline agreement executed if applicable** • RW certified • Scope changes approved • Complete PS&E package

CON continued...		<ul style="list-style-type: none"> • Pertinent permits and agreements executed
CON-Non Infrastructure (CON-NI)	<ul style="list-style-type: none"> • Non-infrastructure (NI) or Plans 	<ul style="list-style-type: none"> • Master Agreement • MPO/RTPA approval if applicable* • An approved workplan • CEQA/NEPA clearance for NI and plans

**If the RTPA's governing board passes a resolution requiring their approval prior to submittal to Caltrans, the implementing agency must provide written evidence of such approval on the Funding Allocation Request*

***Per the Senate Bill 1 (SB 1) Accountability and Transparency Guidelines, projects with a total project cost of \$25 million or greater or a total ATP programmed amount of \$10 million or greater are required to complete a baseline agreement*

- Amendment Requests – both scope changes and funding distribution changes are allowed, as approved in conjunction with the CTC’s amendment request policy, located in section 28 “Amendment Requests” of the [CTC 2021 ATP Guidelines](#).
- It is the agency’s responsibility to review their project scope throughout the project delivery process and confirm that ATP funding is used to fund the approved eligible scope. Please refer to section 10 “Reimbursement” of the CTC 2021 ATP Guidelines. Once ATP projects are selected and programmed, the CTC does not allow adding ATP funding to cover cost overruns.
- ATP projects are subject to CTC Timely Use of Funds (TUF) Requirements. Please refer to section 31 “Timely Use of Funds” of the CTC 2021 ATP Guidelines, [Chapter 25](#), section 25.5.1 of the LAPG, and the CTC meeting preparation [schedule](#).
- Per CTC 2021 ATP Guidelines, all projects must follow the [Local Assistance Procedures Manual](#) (LAPM).
- Prior to engaging in any Architectural and Engineering (A&E) contract procurement(s), agencies should reference LAPM Chapter 10 and Exhibit 10-C.
 - Applications that identified a partner or non-A&E consultant as performing a portion of or all work associated with the project scope must still comply with LAPM Chapter 10.
- [Project Reporting](#)
 - The [SB 1 Accountability and Transparency Guidelines](#) require the implementing agency to submit quarterly project progress reports, a completion report, and a final delivery report via [CalSMART](#) upon adoption into the program.
 - Agencies that do not comply with the reporting requirements will be reported to the CTC.
 - [Subscribe](#) to receive ATP reporting announcements.

- Agencies in need of counting equipment can borrow from the Active Transportation Resource Center (ATRC) Automated Counter Loan Program for free. Begin by filling out an [interest form](#).
- Projects may be subject to an audit by Caltrans to evaluate the following:
 - Performance of the project
 - Whether project costs incurred and reimbursed are compliant with the following:
 - Executed project agreement and/or approved amendment(s)
 - State and Federal laws and regulations
 - Contract provisions
 - Program Guidelines
 - Consistency with project scope, schedule and benefits described in the executed project agreement and/or approved amendment(s), and approved project application.
- Caltrans manages the ATRC to provide training, resources, tools and technical assistance to ATP awardees. Please visit the [ATRC](#) website and to join the ATRC list serve.

If you have any questions about your project or the ATP, please contact your DLAE or your Caltrans Headquarters (HQ) ATP Manager:

Districts (D) or Project Type	Caltrans HQ ATP Manager	Email
D 1, 2, 3, 4, 5 & 10 Infrastructure Projects	Desiree Fox	desiree.fox@dot.ca.gov
D 6, 7, 8, 9, 11 & 12 Infrastructure Projects	Trina Luo	trina.luo@dot.ca.gov
Plan and NI Projects	Emily Abrahams	emily.abrahams@dot.ca.gov

Sincerely,

DEE LAM
 Division of Local Assistance, Chief

Enclosure
 FedAid Process Flowchart

ATP Cycle 5 Awardee

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c: DLAEs, Caltrans Districts

April Perez-Hollins, State Programs Office Chief (acting), Caltrans HQ

Desiree Fox, ATP Manager North, Caltrans HQ

Trina Luo, ATP Manager South, Caltrans HQ

Emily Abrahams, ATP Manager Plans and NI, Caltrans HQ

Sujaya Kalainesan, Project Implementation South Office Chief, Caltrans HQ

Felicia Haslem, Project Implementation North Office Chief, Caltrans HQ

Laurie Waters, Deputy Director, CTC