

Metropolitan Transportation Commission Programming and Allocations Committee

February 12, 2020

Agenda Item 3b

Resolution No. 4403

Subject: Adoption of the 2021 Regional Active Transportation Program (ATP) Cycle 5 Guidelines

Background: The State established the Active Transportation Program (ATP) in September 2013. ATP funding is distributed as follows:

- 50% to the state for a statewide competitive program (“Statewide Competitive ATP”);
- 10% to the small urban and rural area competitive program to be managed by the state; and
- 40% to the large urbanized area competitive program, with funding distributed by population and managed by the Metropolitan Planning Organization (“Regional ATP”).

MTC is responsible for developing the guidelines for the Regional ATP, and for recommending proposed projects to the California Transportation Commission (CTC) for adoption. Resolution No. 4403 establishes MTC’s policies, procedures, and project selection criteria for the Cycle 5 Regional ATP. Staff expects about \$37 million in new funding available for MTC to program as part of the regional ATP over four years, FY 2021-22 through FY 2024-25.

MTC Guidelines – Proposed Changes

MTC’s Regional ATP Guidelines are based on CTC’s draft ATP Guidelines, scheduled for adoption on March 25, 2020. MTC staff recommends several changes from the Statewide Guidelines, summarized below and further explained in Attachments 1 and 2. Attachment 3 includes a summary of all previously awarded projects in the ATP.

- Remove the 10% target for project funding requests \$1 million and under (a provision in previous MTC ATP Guidelines); and
- Include a new provision requiring applicants requesting more than \$10 million to provide a scalability plan for their project.

Staff expects the region will continue to exceed the 25% state Disadvantaged Communities funding minimum with these minor policy shifts.

Application Technical Assistance Program

Staff proposes establishing an application technical assistance program for applicants in ATP Cycle 5. Regional performance in the Statewide Competitive program has varied greatly, with Bay Area jurisdictions receiving anywhere from 6% to 20% of the available funds in a given cycle. The proposed technical assistance program would provide early application scoping assistance and screening over the next few months, and 1-on-1 application technical assistance in the weeks leading up to application deadline. Staff expects this additional assistance will improve the quality and overall competitiveness of applications from the region.

Staff will prioritize technical assistance for agencies with projects benefiting disadvantaged communities and for agencies that have historically underperformed in the ATP. Further, staff will ensure that application evaluators will not review the same applications they provided technical assistance on, to avoid any conflict of interest.

Schedule and Other Considerations


Staff will submit these guidelines to the CTC for approval following Commission approval. Upon CTC approval of MTC's Regional ATP Guidelines, expected in March 2020, MTC will issue a call for projects for the regional program. Applications for the Regional ATP are due to MTC by June 15, 2020, which is the same due date as the Statewide Competitive ATP. MTC staff will recommend programming of projects from the Regional ATP in early 2021 via an amendment to MTC Resolution No. 4403.

Consistent with the recent discussion at the Commission workshop, no requirements are included in the proposed policy related to housing law compliance or production. Note that the state guidelines do ask jurisdictions to highlight connections to existing and planned housing for large transformative projects, but no points are currently attached to this reporting.

Issues: None.

Recommendation: 1) Refer MTC Resolution No. 4403 to the Commission for approval; 2) direct staff to submit MTC's Regional ATP Guidelines to the California Transportation Commission, and 3) authorize a call for projects consistent with the guidelines upon CTC's approval of MTC's Guidelines.

Attachments: Attachment 1 – Highlighted CTC 2021 ATP Guideline Changes
Attachment 2 – Regional ATP Guidelines Highlights
Attachment 3 – ATP History: List of Previously Awarded Projects
MTC Resolution No. 4403


Therese W. McMillan

Highlighted CTC 2021 ATP Guideline Changes

- **Updated Disadvantaged Communities Definitions**

The CTC removed the Regional Definition as a standalone qualifying metric for Disadvantaged Communities. However, if an applicant believes their project benefits a disadvantaged community, but the project does not meet one of the four approved metrics (median household income, CalEnviroScreen, National School Lunch Program, or Tribal Land criteria), the applicant may submit another means of qualifying as a disadvantaged community in the “Other” category. The Statewide Guidelines list regional definitions that are adopted as a part of a regular 4-year cycle of a Regional Transportation Plan/ Sustainable Communities Strategy and used for broader planning purposes beyond the ATP as a recommended alternative to use to qualify as a disadvantaged community. Applicants must note that if they use MTC’s Communities of Concern or any other means to be eligible beyond the four approved categories, their application cannot obtain the maximum amount of points in the disadvantaged communities section as CTC will not score the severity piece of the question.

- **Updated Project Size Thresholds**

CTC staff will maintain the five different application types available for applicants to complete depending on the project type and size. CTC updated the application size thresholds for the small and medium infrastructure/non-infrastructure categories. The applicant must complete the application appropriate for their project. The five application categories are:

- A. Large Project, Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total project cost of greater than \$7 million will be considered a Large Project and must use the Large Project application. Any project requesting over \$10M in ATP funding will require an onsite field review with Caltrans and CTC staff.
- B. Medium Project, Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total project cost between \$2 million to \$7 million will be considered a Medium Project and must use the Medium Project application.
- C. Small Project, Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total project cost less than \$2 million will be considered a Small Project and must use the Small Project application.
- D. Non-infrastructure Only
- E. Plan

- **Leveraging Funds**

The CTC will only consider funds that are not allocated by the Commission on a project-specific basis as eligible for leveraging points, with the exception of State Transportation Improvement Program funding.

Regional ATP Guidelines Highlights

Proposed Regional ATP Guidelines

MTC will follow the State Competitive ATP Guidelines, with the main differences from the Statewide ATP Guidelines as noted below:

1. Maintain additional screening criteria to require that jurisdictions receiving funds have an approved Housing Element and Complete Streets Policies, as required with the One Bay Area Grant Program (OBAG 2).
2. Maintain additional screening criteria focused on transit agency coordination.
3. Update additional evaluation criteria, as follows:
 - a. Consistency with Regional Priorities and Planning Efforts (such as Bay Trail and Regional Bike Network build-out and gap closures, and multi-jurisdictional projects, construction only requests). **Up to 7 points**, to be scored by MTC Staff.
 - b. Completion of Approved Environmental Document. Met by proof of an approved environmental document, and does not apply to planning activities or stand-alone non-infrastructure projects. **0 or 3 points**.
 - c. Countywide Plans/Goals Consistency. Met by Bay Area County Transportation Agency determination of consistency with countywide plans and/or goals. Inconsistent projects will receive a 2 point penalty. **0 or -2 point**.
 - d. Deliverability. MTC staff will review the project's proposed schedule for deliverability. Projects deemed undeliverable or that have significant delivery risks will receive a 5 point penalty. **0 or -5 points**.
 - e. Consistency with Community-Based Transportation Plan (CBTP). Additional points in the Disadvantaged Communities portion of the Statewide Application for projects identified in an approved CBTP. **See item 4 below**.
 - f. Consistency with Vision Zero Policy & Bike and Pedestrian Safety Policy or Plan. Additional points in the Disadvantaged Communities portion of the Statewide Application for projects within a jurisdiction with an adopted Vision Zero Policy or Bike and Pedestrian Safety Policy or Plan. **See item 4 below**.
4. Maintain the revised the Disadvantaged Communities portion of the Statewide Application as follows:
 - a. Assign the statewide score value for Disadvantaged Communities to 60% of the statewide value (maximum 10 points reduced to 6 points), with the remaining 20% of the statewide value awarded to projects within a jurisdiction with an adopted Vision Zero or Bike and Pedestrian Safety Policy or Plan, and 20% for projects identified in an approved CBTP. Proof of CBTP and Safety Policy or Plan consistency must be provided in the supplemental regional application.
 - b. Use MTC's Communities of Concern definition to meet the 25% requirement for projects benefiting "Disadvantaged Communities," rather than other measures prescribed by CTC (such as median household income, Cal-Enviro-Screen 3.0, tribal lands, and percent of subsidized school lunches), as allowed by state guidelines.
5. Maintain an 11.47% match requirement, with waivers for projects benefiting a Community of Concern, stand-alone non-infrastructure projects, and safe routes to school projects. Also, MTC will waive local match for construction if pre-construction phases are funded entirely with non-federal and non-ATP funds.
6. Remove the 10% target for project funding requests \$1 million and under.
7. Include a provision requiring applicants requesting more than \$10 million to provide a scalability plan for their project.

- a. If an ATP application request is larger than \$10 million, the applicant must provide evidence that the project can be scaled or segmented and deliver commensurate benefits. A smaller segment of the project may be selected for funding if there is not enough funding available for the full request.
8. Maintain a contingency project list.
 - a. MTC will continue to adopt a list of contingency projects, ranked in priority order based on the project's evaluation score. MTC intends to fund projects on the contingency list should there be any project failures or savings in the Cycle 5 Regional ATP that occur prior to the adoption of Cycle 6. This will ensure that MTC will fully program all regional ATP funds, and minimize the loss of ATP funds to the region.

In addition to the above changes, all projects in the Regional ATP must comply with regional policies, including Resolution 3606 deadlines, and must submit a resolution of local support for all selected projects by April 1, 2021.

Other Information

Funding Amount:

The statewide competitive portion of the ATP provides about \$220M over four years, FY2021-22 through FY2024-25. MTC's large urbanized area share of the ATP provides \$37 million in new funding to the nine-county MTC region.

Schedule:

The current estimated schedule for the Cycle 5 ATP is below.

Milestone	Statewide ATP	Regional ATP
MTC Guideline Adoption	N/A	February 26, 2020
CTC Guideline Approval	March 25, 2020	March 25, 2020
Call for Projects	March 26, 2020	March 26, 2020
Application Due Date	June 15, 2020	June 15, 2020
Staff Recommendations	November 2020	January 6, 2021
MTC Adoption	N/A	January 27, 2021
CTC Approval	December 2, 2020	March 2021

Application and Evaluation:

MTC staff will prepare a supplemental application for projects competing for the Regional ATP proposal above. The base application will remain the statewide application to avoid duplication. Staff will form a multi-disciplinary evaluation committee to score and rank the submitted applications.

Programming in the TIP:

Project sponsors will be able to add the projects into the TIP following CTC approval of the Regional ATP program in March 2021.

ATP Contact:

For additional information, please go to the State ATP website (<https://catc.ca.gov/programs/active-transportation-program>), MTC's ATP website (<http://mtc.ca.gov/atp>), or contact Karl Anderson, MTC's ATP Program Manager, 415-778-6645, kanderson@bayareametro.gov.

ATP Regional Component Project Information - All ATP Cycles				
County	Sponsor	Cycle	Project Title	ATP Award Amount
Alameda	Alameda	1	Cross Alameda Trail	\$2,231,000
Alameda	Alameda County	1	Ashland Ave Bike/Ped SRTS	\$708,000
Alameda	Alameda County	1	Be Oakland, Be Active: A Comprehensive SRTS Program	\$988,000
Alameda	Alameda County	1	Hillside Elementary School SRTS	\$858,000
Alameda	Alameda County	1	Safe Routes to School Alameda County	\$668,000
Alameda	Berkeley	1	SRTS Improvements for LeConte Elementary	\$555,000
Alameda	Livermore	1	Marylin Ave Elementary SRTS	\$358,000
Alameda	Oakland	1	City of Oakland Improvements for SRTS	\$1,236,000
Alameda	Oakland	1	High-Courtland-Ygnacio Intersection improvements	\$443,000
Alameda	Oakland	1	Lake Merritt to Bay Trail Bicycle Ped Gap Closure Project	\$3,210,000
Contra Costa	Contra Costa County Transportation Authority	1	Riverside Ave Ped Overcrossing Replacement	\$2,000,000
Contra Costa	Contra Costa County	1	Pt Chicago Hwy/Willow Pass Bike/Ped Facility	\$800,000
Contra Costa	East Bay Regional Park District	1	San Francisco Bay Trail, Pinole Shores to Bay Front Park	\$4,000,000
Contra Costa	Pleasant Hill	1	Contra Costa Blvd Improvements (Beth-Harriett)	\$1,556,000
San Francisco	San Francisco Municipal Transportation Agency	1	San Francisco Citywide Bicycle Wayfinding	\$792,000
San Francisco	San Francisco Municipal Transportation Agency	1	Vision Zero Safety Investment	\$4,058,000
San Mateo	San Mateo (City)	1	City of San Mateo SRTS Program	\$2,515,000
Santa Clara	Santa Clara County	1	Gilroy Moves! SRTS (Non-infrastructure)	\$1,876,000
Santa Clara	Santa Clara Valley Transportation Authority	1	Central and South County Bicycle Corridor Plan	\$443,000
Sonoma	Sonoma County	1	Sonoma Co. SRTS High School Pilot	\$872,000
Cycle 1 Subtotal				\$30,167,000
Alameda	Alameda County	2	Castro Valley Elementary SRTS (Design Only)	\$250,000
Alameda	Alameda County	2	Creekside Middle School SRTS	\$475,000
Alameda	Alameda County	2	Stanton Elementary School SRTS (Design only)	\$300,000
Alameda	Oakland	2	Telegraph Ave Complete Streets	\$4,554,000
Contra Costa	San Pablo	2	Rumrill Blvd Complete Streets Improvement	\$4,310,000
Marin	Marin Transit	2	Novato Transit Facility: Ped Access & Safety Improvements	\$989,000
Napa	Napa Valley Transportation Authority	2	Napa Valley Vine Trail - St. Helena to Calistoga	\$6,106,000
San Francisco	San Francisco Department of Public Health	2	SF Safe Routes to School Non-Infrastructure	\$2,411,000
San Francisco	San Francisco Department of Public Works	2	Lombard Street Vision Zero (Partial Funding)	\$2,507,000
Santa Clara	San Jose	2	Coyote Creek Trail: Mabury to Empire	\$5,256,000
Solano	Solano Transportation Authority	2	SRTS Infrastructure & NI: Benicia, Rio Vista, Vallejo	\$3,067,000
Cycle 2 Subtotal				\$30,225,000

ATP Regional Component Project Information - All ATP Cycles				
County	Sponsor	Cycle	Project Title	ATP Award Amount
Contra Costa	Contra Costa County	3	Fred Jackson Way First Mile/ Last Mile Connection	\$3,298,000
Marin	San Rafael	3	Francisco Blvd East Ave Bridge Bike Ped Connectivity	\$4,025,000
Napa	Napa	3	SR 29 Bike/Ped Undercrossing	\$531,000
San Francisco	San Francisco Municipal Transportation Agency	3	Powell Street Safety Project	\$4,400,000
Solano	Vallejo	3	Bay Trail/Vine Trail Gap Closure	\$4,216,000
Cycle 3 Subtotal				\$16,470,000
Alameda	Alameda County	3.5	Active Oakland Comprehensive SRTS Program	\$977,000
Alameda	Alameda County	3.5	D Street Improvements	\$542,000
Alameda	Alameda County	3.5	Lewelling Blvd SRTS	\$400,000
Alameda	Alameda County	3.5	Somerset Ave School Corridor SRTS	\$330,000
Alameda	Alameda County Transportation Commission	3.5	I-80 Gilman I/C Bike/Ped Over-crossing & Access Improvements	\$4,152,000
Alameda	Berkeley	3.5	SRTS Improvements - John Muir Elementary	\$270,000
Alameda	Emeryville	3.5	Bike/Ped Greenway Safety & Connectivity Improvements Project	\$265,000
Alameda	Oakland	3.5	Oakland SRTS: Crossing to Safety	\$1,895,000
Contra Costa	Concord	3.5	Downtown Corridors Bike/Ped Improvements	\$623,000
Contra Costa	Contra Costa County	3.5	Pacheco Blvd Sidewalk Gap Closure Phase 3	\$619,000
Marin	Corte Madera	3.5	Central Marin Regional Pathways Gap Closure	\$415,000
Napa	Napa County of Education	3.5	Napa County SRTS	\$437,000
San Francisco	San Francisco Municipal Transportation Agency	3.5	Vision Zero SF Safer Intersections	\$2,002,000
San Mateo	San Carlos	3.5	Route 101 Holly Street Bike Ped Overcrossing	\$4,200,000
San Mateo	Woodside	3.5	Woodside ES Student Pathway Phase 3	\$528,000
Solano	Suisun City	3.5	McCoy Creek Trail	\$4,137,000
Cycle 3 Augmentation Subtotal				\$21,792,000
Alameda	Alameda County	4	Active and Safe Oakland	\$999,000
Alameda	Alameda County Transportation Commission	4	Alameda County School Travel Opportunities Program	\$3,761,000
Alameda	Albany	4	Ohlone Greenway Trail Safety Improvements	\$410,000
San Francisco	San Francisco Municipal Transportation Agency	4	6th Street Pedestrian Safety Project	\$6,000,000
Santa Clara	San Jose	4	Willow-Keyes Complete Streets Improvements	\$12,926,000
Sonoma	Sonoma-Marín Area Rail Transit	4	SMART Pathway- Santa Rosa-Rohnert Park and Penngrrove Segments	\$12,574,000
Cycle 4 Subtotal				\$36,670,000
Total				\$135,324,000

ATP State Component, Bay Area Project Information - All ATP Cycles				
County	Sponsor	Cycle	Project Title	ATP Award Amount
Alameda	Alameda County Transportation Commission	1	East Bay Greenway	\$2,656,000
Alameda	Albany	1	San Pablo / Buchanan Complete Streets	\$335,000
Alameda	Oakland	1	International Blvd & East 12th St. Ped Improvements	\$2,481,000
Alameda	Oakland	1	Laurel Access to Mills, Maxwell Park and Seminary	\$3,598,000
Napa	Napa Valley Transportation Authority	1	Napa Vine Trail Phase 2 -Gap Closure	\$3,600,000
San Francisco	San Francisco Department of Public Health	1	SF SRTS Non-infrastructure Project	\$990,000
San Francisco	San Francisco Department of Public Works	1	John Yehall Chin SRTS	\$358,000
San Francisco	San Francisco Municipal Transportation Agency	1	SF Safer Streets	\$2,000,000
San Mateo	East Palo Alto	1	US-101 Pedestrian/Bike Overcrossing	\$8,600,000
San Mateo	San Mateo County Office of Education	1	SRTS for Health and Wellness	\$900,000
Solano	Solano Transportation Authority	1	Solano County SRTS - Ingraining Walking & Rolling into the School Culture	\$388,000
Cycle 1 Subtotal				\$25,906,000
Alameda	Berkeley	2	9th Street Bicycle Blvd Extension Pathway, Phase II	\$850,000
Alameda	Oakland	2	19th St BART to Lake Merritt Urban Greenway	\$4,583,000
Contra Costa	Contra Costa County	2	Bailey Road-State Route 4 Interchange	\$4,160,000
Contra Costa	Contra Costa County	2	Rio Vista Elementary School Ped Connection Project	\$600,000
Contra Costa	Richmond	2	Yellow Brick Rd in Richmond's Iron Triangle	\$6,209,000
San Mateo	Daly City	2	Central Corridor Bicycle/Pedestrian Safety Improvements	\$2,019,000
San Mateo	San Mateo County	2	Redwood City 2020 Sustainable Transportation Encouragement Program (STEP)	\$963,000
San Mateo	South San Francisco	2	Linden/Spruce Ave Traffic Calming Improvements	\$868,000
Cycle 2 Subtotal				\$20,252,000
Alameda	Alameda	3	Central Avenue Complete Street Project	\$7,326,000
Santa Clara	Sunnyvale	3	Sunnyvale SNAIL Neighborhood Active Transportation Connectivity Improvements	\$4,847,000
Solano	Fairfield	3	East Tabor/Tolenas Safe Routes to School Gap Closure Project	\$1,700,000
Cycle 3 Subtotal				\$13,873,000
Alameda	Berkeley	3.5	Sacramento Street Complete Streets Improvements	\$1,542,000
Alameda	East Bay Regional Park District	3.5	Doolittle Drive Bay Trail, Martin Luther King Jr. Shoreline, Oakland	\$4,000,000
Alameda	Oakland	3.5	14th Street: Safe Routes in the City	\$10,578,000
Alameda	Oakland	3.5	Fruitvale Alive Gap Closure Project	\$5,850,000
Contra Costa	Pittsburg	3.5	Pittsburg Active Transportation and Safe Routes Plan (WalkBikePittsburg2035)	\$312,000
San Francisco	San Francisco Municipal Transportation Agency	3.5	Geneva Ave Pedestrian and Bicycle Safety Improvements	\$2,350,000
Santa Clara	Sunnyvale	3.5	Sunnyvale Safe Routes to School Improvements	\$1,889,000
Sonoma	Sonoma-Marin Area Rail Transit	3.5	SMART Pathway - Petaluma (Payran to Southpoint)	\$1,461,000
Cycle 3 Augmentation Subtotal				\$27,982,000
San Francisco	San Francisco Municipal Transportation Agency	4	Alemany Interchange Improvements, Phase 2	\$1,971,000
Santa Clara	San Jose	4	Better BikewaySJ - San Fernando Corridor	\$9,992,000
Cycle 4 Subtotal				\$11,963,000
Total				\$99,976,000

Date: February 26, 2020
W.I.: 1515
Referred by: PAC

ABSTRACT

Resolution No. 4403

This resolution adopts the Active Transportation Program (ATP) Regional Program Cycle 5 Guidelines for the San Francisco Bay Area, for submission to the California Transportation Commission (CTC), consistent with the provisions of Senate Bill 99 and Assembly Bill 101.

This resolution includes the following attachments:

- Attachment A – Guidelines: Policies, Procedures, and Project Selection Criteria
- Attachment B – 2021 Regional ATP Program of Projects

Date: February 26, 2020

W.I.: 1515

Referred by: PAC

RE: Adoption of Regional Active Transportation Program (ATP) Cycle 5 Guidelines and Program of Projects

METROPOLITAN TRANSPORTATION COMMISSION

RESOLUTION NO. 4403

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

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

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

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

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

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

WHEREAS, MTC has developed, in cooperation with CTC, Caltrans, operators of publicly owned mass transportation services, congestion management agencies, countywide transportation planning agencies, and local governments, guidelines to be used in the development of the ATP; and

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

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

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

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

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

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

METROPOLITAN TRANSPORTATION COMMISSION

Scott Haggerty, Chair

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in San Francisco, California, on February 26, 2020.

Date: February 26, 2020
W.I.: 1515
Referred by: PAC

Attachment A
Resolution No. 4403
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**2021 Regional Active Transportation Program
(ATP)**

Cycle 5

Guidelines

February 26, 2020

**MTC Resolution No. 4403
Attachment A**

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

**2021 Regional Active Transportation Program (ATP) Cycle 5
Guidelines
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2021 Regional Active Transportation Program Cycle 5 Guidelines

Background

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

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

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

The California Transportation Commission (CTC) developed guidelines for the Cycle 5 ATP, scheduled to be approved on March 25, 2020. The CTC Guidelines lay out the programming policies, procedures, and project selection criteria for the statewide competitive program, as well as for the small urban/rural and large MPO regional competitive programs. Large MPOs, such as MTC, have the option of developing regional policies, procedures, and project selection criteria that differ from those adopted by CTC, provided CTC approves the regional guidelines.

This document serves as MTC’s Cycle 5 Regional ATP Guidelines that substantially follow those of the CTC, but include some differences based on the region’s existing policies and priorities. MTC adopted these Guidelines for the MTC Regional Active Transportation Program on February 26, 2020, for final consideration by the CTC in March 2020.

Development Principles

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

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

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

- MTC will not penalize project applicants for previous project delivery issues outside of the sponsor's control.

CTC Guidelines

The California Transportation Commission (CTC) ATP Guidelines are scheduled to be adopted on March 25, 2020, and are available at <https://catc.ca.gov/programs/active-transportation-program>. The approved CTC Guidelines for the Active Transportation Program, as posted on the CTC website, are incorporated in MTC's Regional ATP Guidelines via this reference. All project sponsors are required to follow both the MTC and CTC ATP Guidelines in the development and implementation of the Regional ATP.

ATP Development Schedule

The development of the ATP will follow the schedule outlined in Appendix A-1 of this guidance, which is subject to change.

ATP Regional Shares

Appendix A-2 of this guidance provides the MTC regional shares for Cycle 5 of ATP funding (FY 2021-22 through FY 2024-25), consistent with the ATP Fund Estimate approved by the CTC on March 25, 2020. Appendix A-2 also includes the State's 25% minimum programming requirement to projects benefiting disadvantaged communities.

Public Involvement Process

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

ATP Projects in the Transportation Improvement Program (TIP)

Consistent with state and federal requirements, ATP funded projects must be programmed in the TIP before seeking a CTC allocation. Selected projects must complete and submit a Fund Management System (FMS) application by April 1, 2021, to be included in the TIP. In addition, MTC requires that a federal Request for Authorization (RFA) be submitted simultaneously with the ATP allocation request to Caltrans and CTC when the ATP project includes federal funds. Unless a state-only funding exception is granted, ATP funds will contain federal funds. Therefore, projects must receive a CTC allocation and a federal authorization to proceed before the expenditure of eligible costs or advertisement of contract award.

Deviations from Statewide Policies

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

1. Application Process and Additional Regional Screening/Evaluation Criteria

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

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

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

Definition

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

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

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

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

Additional discussion of the Communities of Concern definition and methodology are included in the *Plan Bay Area 2040 Equity Analysis Report*, available online at <https://www.planbayarea.org/2040-plan/plan-details/equity-analysis>. Information regarding the 2016 update is available online at <https://mtc.legistar.com/View.ashx?M=F&ID=4216456&GUID=42E0CBF3-9490-4A6D-A6A6-B04003451057>. The last link also includes a static map of the COC locations. An interactive online map is available at <https://arcg.is/1aeHq>.

Community-Based Transportation Plans (CBTPs)

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

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

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

Vision Zero Policy or Bike and Pedestrian Safety Policy or Plan

Vision Zero is a traffic safety policy that takes an ethical approach toward achieving safety for all road users, setting the goal of zero traffic fatalities or severe injuries. Vision Zero policies maintain that traffic deaths and severe injuries are preventable and focus attention on the shortcomings of the transportation system itself, including the built environment, policies, and technologies that influence behavior. Vision Zero sets the highest level of responsibility on the system designers – transportation planners and engineers, policymakers, police, etc. Each Vision Zero policy contains five core resolutions:

- Traffic deaths and severe injuries are acknowledged to be preventable.
- Human life and health are prioritized within all aspects of transportation systems.
- Acknowledgment that human error is inevitable and transportation systems should be forgiving.
- Safety work should focus on systems-level changes above influencing individual behavior.
- Speed is recognized and prioritized as the fundamental factor in crash severity.

Alternatively, jurisdictions may adopt policies or a plan addressing bicycle and pedestrian safety, in the spirit of Vision Zero.

MTC elects to change the statewide application's scoring point value for Disadvantaged Communities, assigning the value to 60% of the statewide scoring value. Twenty percent of the statewide scoring value will be awarded for projects within a jurisdiction (city or county) with a Vision Zero or Bike and Pedestrian Safety Policy or Plan, and the remaining twenty percent to projects identified in an approved Community-Based Transportation Plan (CBTP) or similar. The applicant will provide proof of Vision Zero safety policy or plan adopted by resolution and CBTP consistency in the supplemental regional application.

3. Match Requirement

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

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

4. Large Funding Requests

MTC intends to fund a variety of projects across the region. If an ATP application request is larger than \$10 million, the applicant must provide evidence that the project can be scaled or segmented and can deliver commensurate benefits. A smaller segment of the project may be selected for funding if there is not enough funding available for the full request. The applicant will provide an explanation of scalability in the supplemental regional application. MTC will not consider an application requesting more than \$10 million scalability explanation.

5. Contingency Project List

MTC will adopt a list of projects for programming the Regional ATP that is financially constrained against the amount of ATP funding available (as identified in the approved ATP Fund Estimate). In addition, MTC will include a list of contingency projects, ranked in priority order based on the project's evaluation score. MTC intends to fund projects on the contingency list should there be any project failures or savings in the Cycle 5 Regional ATP. This list will ensure that MTC will fully program all regional ATP funds and that no ATP funds are lost to the region. The contingency list is valid until the adoption of the next ATP Cycle.

Application Process

Project Application

Upon CTC's concurrence of MTC's Regional ATP Guidelines, MTC will issue a call for projects for the Regional Active Transportation Program. Project sponsors must complete an application for

each project proposed for funding in the ATP, consisting of the items included in Appendix A-3 of this guidance. Project sponsors must use the Project Programming Request (PPR) forms provided by Caltrans for all projects. The PPR must be submitted electronically in Microsoft Excel format for upload into the regional and statewide databases. All application materials, in the form of 3 hard copies and 1 electronic copy must be received by MTC or postmarked no later than June 15, 2020, to be considered.

Additional Project Screening Criteria, Including Readiness

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

- A. Prohibition of Multiple Phases in the Same Year.** Project sponsors must provide sufficient time between the scheduled allocation of environmental funds and the start of design, right of way or construction. Therefore, projects may not have more than one phase programmed per fiscal year, except for the design and right of way phases, which may be programmed in the same fiscal year. Exceptions may be made on a case-by-case basis.
- B. Deliverability.** Project sponsors must demonstrate they can meet the delivery timeframe of the Active Transportation Program. Projects that can be delivered (receive a CTC allocation and federal authorization to proceed for federal funds) earlier shall receive priority for funding over other projects. As specified in MTC's Regional Project Delivery Policy (MTC Resolution No. 3606, Revised), sponsors must receive the CTC allocation and receive the federal authorization to proceed (E-76 / federal obligation) for federally funded projects by January 31 of the programmed fiscal year. There are no extensions to these regional delivery deadlines.
- C. One Bay Area Grant (OBAG) 2 Requirements.**
 - a. Consistency with OBAG 2 Housing Element Requirement. Jurisdictions (cities and counties) must have a general plan housing element adopted and certified by the California Department of Housing and Community Development (HCD) for 2014-2022 RHNA by May 31, 2015. Jurisdictions that have failed to meet this deadline must have their housing elements certified by HCD by June 30, 2016, to be eligible to receive ATP funding. Furthermore, under state statute, jurisdictions are required to submit Housing Element Annual Reports by April 1 every year. All cities and counties receiving ATP funding must comply with this requirement during the entire ATP funding period or risk deprogramming of ATP funding.
 - b. Consistency with OBAG 2 Complete Streets Policy. Complete Streets are an essential part of promoting active transportation. To that end, project sponsors must supply documentation that the jurisdiction(s) in which the project is located meets the OBAG Complete Streets Policy by June 15, 2020. The policy may be met by the jurisdiction, either having updated the General Plan after January 1, 2010, to be consistent with the Complete Streets Act of 2008 or adopting a complete streets policy resolution

incorporating MTC's complete streets requirements. For further information regarding MTC's OBAG Complete Streets Policy, refer to the OBAG 2 website at <http://mtc.ca.gov/our-work/fund-invest/federal-funding/obag-2>. A sample complete streets policy resolution is available at http://mtc.ca.gov/sites/default/files/OBAG_2_Reso_Guidance_Final.pdf

D. Transit Agency Coordination. Applicants must demonstrate coordination with affected transit agencies in the supplemental regional application. Evidence of coordination should be in the form of a support letter or other discussion showing coordination with affected transit operators. Projects that do not impact transit operations should indicate "no impact." Otherwise, an application may be disqualified based on a lack of coordination with affected transit operators.

Additional Project Evaluation Criteria

MTC will use the CTC project evaluation criteria as outlined in the CTC Guidelines, with additional points and criteria for the Regional Active Transportation Program. The additional criteria and point values are:

- **Consistency with Regional Priorities and Planning Efforts. (0 to 7 points)**
Applicants shall describe the project's consistency with previously-approved regional priorities, and how the project supports *Plan Bay Area 2040*. MTC staff will award points for the degree of the proposed project's consistency with regional priorities, such as:
 - Consistency with *Plan Bay Area 2040*'s Healthy and Safe Community goals & Transportation Demand Management strategies.
 - Consistency with MTC's Spare the Air Youth & Safe Routes to School Program, making it safer and easier for students and teachers to walk or bike to school.
 - Bay Trail build-out
 - Regional Bike Network build-out
 - Gap closures in the Regional Bike Network
 - Multi-jurisdictional projects
 - Applications only requesting construction phase funds
 - Demonstration of meeting regional project delivery requirements
 - Prior ATP cycle programming
- **Completion of Approved Environmental Document. (0 or 3 points)**
While the Active Transportation Program may fund pre-construction phases of projects, including the environmental document phase, the region prefers projects which are environmentally cleared in order to promote certainty in project delivery and project scope. Applicants that provide evidence of an approved environmental document consistent with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) will receive additional points. If requesting state-only funding, only CEQA documentation is required. Evidence may be provided by the following methods:
 - Photocopy of the approved environmental document cover and executive summary;
 - Link to the approved environmental document available online;

- Full soft copy of the environmental document provided on the electronic copy of the application;
- Documentation from Caltrans regarding environmental approval; and/or
- Other Council/Board action, such as resolutions and/or Planning Department approval of the environmental document.

This provision does not apply to planning activities or stand-alone non-infrastructure projects, which receive the full points to this criterion regardless of environmental status at the time of application. These projects must still follow any applicable CEQA and NEPA requirements to receive ATP funding.

- **Countywide Plans/Goals Consistency Determination. (0 or -2 point)**
Following the application due date, MTC will share the received applications with the CTAs. The CTAs will review the applications for consistency with adopted countywide transportation plans, active transportation plans, and/or other countywide goals, as applicable. The CTAs will provide MTC a list of projects determined to be inconsistent with countywide plans and/or goals no later than October 1, 2020. Inconsistent projects will receive a 2 point penalty; consistent projects will be held harmless.
- **Deliverability Determination. (0 or -5 points)**
MTC staff will review each application's project delivery schedule for the ability to meet regional deadlines as described in MTC Resolution No. 3606, Revised. Projects that are deemed unable to allocate ATP funds within the four programming years of Cycle 5 (FY 2021-22 through FY 2024-25) shall receive a 5 point penalty. Projects that are deemed able to allocate within the four programming years of Cycle 5 will be held harmless.

Additional Regional Policies

Title VI Compliance

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

MTC Resolution No. 3606 Compliance – Regional Project Delivery Policy

The CTC ATP Guidelines establish timely use of funds and project delivery requirements for ATP projects. Missing critical milestones could result in deletion of the project from the ATP, and a permanent loss of funds to the region. Therefore, these timely use of funds deadlines must be considered in programming the various project phases in the ATP. While the CTC Guidelines provide some flexibility with respect to these deadlines by allowing for deadline extensions under certain circumstances, the CTC is very clear that deadline extensions will be the exception rather than the rule. MTC Resolution No. 3606 details the Regional Project Delivery Policy for regional discretionary funding, which may be more restrictive than the State's delivery policy. All projects in the regional ATP are subject to the Regional Project Delivery Policy (MTC Resolution 3606), including the adoption of a Resolution of Local Support for selected projects by April 1, 2021. For additional information, refer to <http://mtc.ca.gov/our-work/fund-invest/federal-funding/project-delivery>.

MTC Resolution No. 3765 Compliance – Complete Streets Checklist

MTC's Resolution No. 3765 requires project sponsors to complete a checklist that considers the needs of bicycles and pedestrians for applicable projects. The Complete Streets Checklist (also known as "Routine Accommodations Checklist") is available through MTC's website online at <http://mtc.ca.gov/our-work/plans-projects/bicycle-pedestrian-planning/complete-streets>.

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

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

METROPOLITAN TRANSPORTATION COMMISSION (MTC) 2021 Regional Active Transportation Program (rATP) Cycle 5 Appendix A-1: ATP Development Schedule (Subject to Change) February 12, 2020	
January 2020	CTC releases draft ATP Guidelines
January 2020	Draft Regional ATP Guidelines presented to Working Groups
February 12, 2020	MTC Programming and Allocations Committee (PAC) review and recommendation of final Regional ATP Guidelines
February 26, 2020	MTC Commission scheduled adoption of Regional ATP Guidelines MTC submits adopted Regional ATP Guidelines to CTC for consideration
March 25, 2020	CTC scheduled adoption of State ATP Guidelines CTC scheduled approval of MTC's Regional ATP Guidelines
March 26, 2020	CTC scheduled release of ATP Call for Projects for Statewide Competitive Program MTC scheduled release of ATP Call for Projects for Regional Program
June 15, 2020	State ATP Applications Due to CTC (Statewide Program) Regional ATP Applications Due to MTC (Regional Program)
October 31, 2020	CTC releases staff recommendation for ATP Statewide Competitive Program
December 2, 2020	ATP Statewide Program Adoption: CTC scheduled to adopt statewide program and transmit unsuccessful projects to the Regions for consideration
December 16, 2020	MTC releases staff recommendation for ATP Regional Program
January 2021	Working Group discussions of staff recommendations
January 13, 2021	MTC Programming and Allocation Committee (PAC) scheduled review and recommendation of final ATP Regional Program
January 27, 2021	ATP Regional Program Adoption: MTC Commission scheduled approval of ATP regional program and transmittal to CTC for consideration
March 15, 2021	CTC Approval of ATP Regional Program
April 1, 2021	TIP Amendment Deadline: Successful ATP project sponsors to submit 2021 TIP Amendment, including Resolution of Local Support
January 31, 2022	Allocation/Obligation Deadline for Regional ATP projects programmed in FY 2021-22
January 31, 2023	Allocation/Obligation Deadline for Regional ATP projects programmed in FY 2022-23
January 31, 2024	Allocation/Obligation Deadline for Regional ATP projects programmed in FY 2023-24
January 31, 2025	Allocation/Obligation Deadline for Regional ATP projects programmed in FY 2024-25

Shaded Area – Actions by State, CTC or Caltrans

**Metropolitan Transportation Commission (MTC)
 2021 Regional Active Transportation Program (ATP) Cycle 5**

Based on draft CTC fund estimate released on 1/24/2020

Appendix A-2: MTC ATP Regional Share Targets

Cycle 5 Program - FY 2021-22 through FY 2024-25

ATP Regional Share

All numbers in thousands

Fund Source	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Total
Federal STBG (TAP)			\$5,484	\$5,484	\$10,969
Federal Other			\$1,907	\$1,907	\$3,815
State	\$8,045	\$8,045			\$16,090
SB1			\$3,066	\$3,066	\$6,132
Total ATP Regional Share	\$8,045	\$8,045	\$10,458	\$10,458	\$37,005

State's 25% Disadvantaged Communities Minimum Requirement

Classification	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Total
25% - Benefiting Disadvantaged Communities	\$2,011	\$2,011	\$2,614	\$2,614	\$9,251
75% - Anywhere in the Region	\$6,034	\$6,034	\$7,843	\$7,843	\$27,754
Total ATP Regional Share	\$8,045	\$8,045	\$10,458	\$10,458	\$37,005

**METROPOLITAN TRANSPORTATION COMMISSION (MTC)
2021 Regional Active Transportation Program (ATP) Cycle 5**

Appendix A-3: Regional ATP Project Application

Project sponsors must submit a completed project application for each project proposed for funding in the Regional Active Transportation Program. The application consists of the following parts and are available on the Internet (as applicable) at: <http://mtc.ca.gov/atp>

1. Cover letter on Agency letterhead signed by the applicant's Chief Executive Officer or other officer authorized by the applicant's governing board
 - a. If the proposed project is implemented by an agency other than the project sponsor, documentation of the agreement between the two entities must be included
 - b. If proposing matching funds, the letter should include confirmation that these matching funds are available for the proposed project
2. Project application forms
 - a. Statewide ATP Application Form, available at <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle5>
 - b. Regional ATP Supplemental Application Form, available at <http://mtc.ca.gov/atp>, including back-up documentation, as applicable, such as:
 - i. Community of Concern benefit evidence
 - ii. Scalability plan for applications requesting more than \$10 million.
 - iii. Environmental Documentation certification evidence (CEQA and NEPA, if requesting federal funds)
 - iv. OBAG 2 Complete Streets Policy and Housing Element compliance
 - v. Vision Zero Policy or Bike and Pedestrian Safety Policy or Plan evidence
 - vi. Community-Based Transportation Plan evidence
 - vii. Transit Agency Coordination evidence
3. Project Programming Request (PPR) form
 - a. Available at: <https://dot.ca.gov/programs/transportation-programming/office-of-capital-improvement-programming-ocip>
4. Complete Streets Checklist
 - a. Available at: <http://mtc.ca.gov/our-work/plans-projects/bicycle-pedestrian-planning/complete-streets>
 - b. Not necessary for Planning or Non-Infrastructure projects.

Note: Selected projects are also required to provide a Resolution of Local Support for the project no later than April 1, 2021.

