



FAST TRACK NEXT STEPS WORKSHOP

WEDNESDAY July 18, 2023



PRESENTERS

Desiree Fox

ATP INFRASTRUCTURE MANAGER

DISTRICTS: 1-5 & 10

Jasmine Noriega

ATP COORDINATOR - DISTRICT 10

Elijah Hall

ATP INFRASTRUCTURE MANAGER

DISTRICTS: 6-9, 11, 12

Dancy Yang

BRANCH MANAGER - DATA, REPORTING & PERFORMANCE

Michael Hutnick

ATP NI/PLANS AND ATRC PROJECT COORDINATOR

HOUSEKEEPING

- Workshop will be two hours
- Questions will be reserved for the end of the workshop
- If you have questions during the workshop, please enter them into the chat box and we will keep track of them
- This workshop is recorded and will be posted on Caltrans and ATRC websites





AGENDA

- 1 First Steps
- 2 Allocation Process
- 3 Invoicing
- 4 Timely Use of Funds
- 5 Enhanced Oversight
- 6 Baseline Agreements
- 7 Project Amendments
- 8 Reporting
- 9 ATRC



YOUR ATP APPLICATION
WAS SUCCESSFUL-NOW WHAT?

Goals and Purpose

- To train Cycle 6 ATP recipients in next steps and how to get started
- To refresh prior ATP recipients in next steps and final reporting



1

First Steps

- Reachout to DLAE
- DLAE Contacts can be [found here](#)
 - District ATP Coordinator/Contact



First Steps

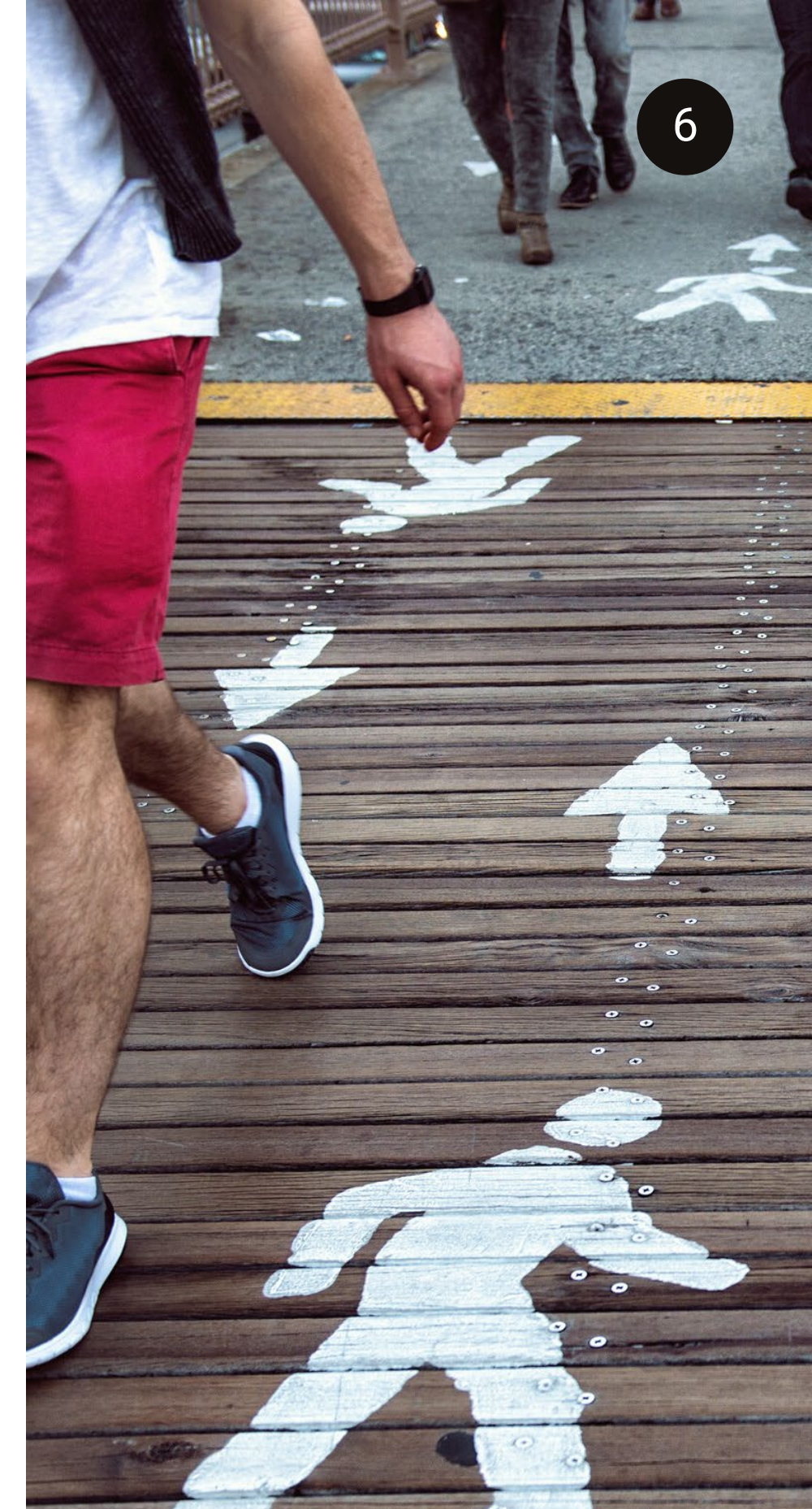
IMPORTANT GUIDELINES

- Read and Understand:
 - [ATP CTC Guidelines](#) - Most recent Guidelines listed under recent Cycle
 - [Local Assistance Program Guidelines](#) (LAPG, Chapter 25)
 - [Local Assistance Procedures Manual \(LAPM\)](#)
 - NI Guidance – Most recent Guidance found on [this page](#)
 - [Interim Count Guidance](#)
 - [SB 1 Guidelines](#)
 - All other important guidance and documents can be [found here](#)



First Steps

- CHECK ON MASTER AGREEMENT
 - If you do not have a Local Agency Code (Locode, 4-digit agency number) a Master Agreement will be needed
 - If you ARE a federally recognized agency, a Master Agreement is in place and nothing further is needed.
 - FTIP programming – Check with your MPOs/RTPAs
- KNOW IF YOUR PROJECT HAS STATE OR FEDERAL FUNDS
 - State funds = Allocation & CEQA (Self-Certify)
 - Federal funds = Allocation, Authorization (E-76) & NEPA



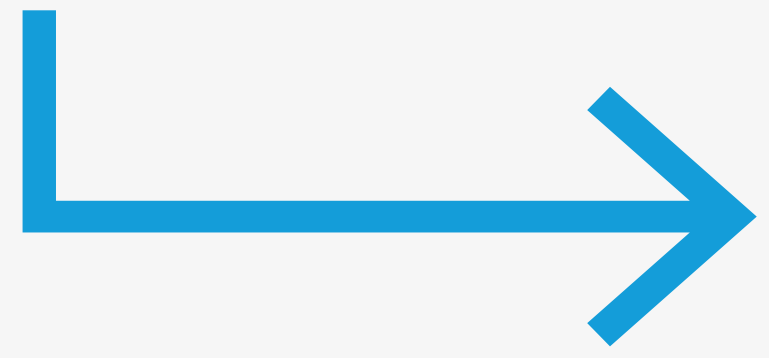
2

Allocation
Process

2

Allocation Process

- Once awarded, agency can submit [allocation request \(25-A\)](#) to District



STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
ALLOCATION/TIME EXTENSION FORM
 LAPG 25-A (NEW 06/2021) Page 1 of 2

BASIC INFORMATION

This data form is to be completed by the local agency. Once the information has been provided, a Request for Funding Allocation/Extension will be generated automatically. The yellow highlighted fields and the fields with red boxes are required for the dynamic form to work properly. Contact DLAE for assistance with completing this form.

CTC Meeting Date for Request of Action _____ [View CTC Meeting Schedule](#)

Today's Date _____ Federal Project Number _____
 1234(567)

Agency _____
Select from the drop-down list (a City a County);
 Enter agency name if not a City a County.

PPNO _____
 (1234 5678A)

County _____ Advantage Project ID _____
 (1234567890)

Caltrans District _____ Assembly District(s) _____
 Senate District(s) _____

This data form is to be completed by the local agency. Once the information has been provided, a Request for Funding Allocation/Extension will be generated automatically. The yellow highlighted fields and the fields with red boxes are required for the dynamic form to work properly.

Project Location (be brief - max 180 characters) _____

Project Description (be brief) _____

Output/Outcome (Action taken/quantifiable benefits results) (be brief - max 180 characters) _____

1. FUNDING PROGRAM

This funding request is for (must check one)

<input type="checkbox"/> STIP - State Transportation Improvement Program
<input type="checkbox"/> ATP - Active Transportation Program
<input type="checkbox"/> LPP - Local Partnership Program
<input type="checkbox"/> SCCP - Solutions for Congested Corridors Program
<input type="checkbox"/> TCIEP - Trade Corridor Enhancement Program
<input type="checkbox"/> TCIF - Trade Corridor Improvement Fund

Choose Action Requested (only one selection allowed)

Allocation Request

Time Extension Request

Allocation Process

- Must request an allocation (or request a time extension) at a CTC meeting within the fiscal year of each phase your project is programmed.
 - Allocation must be requested by the due date as stated on the [CTC Preparation Schedule](#). Typically, 60 days before the scheduled CTC meeting.
- For Federal projects, an E-76 must also be authorized within the fiscal year of each phase the project is programmed.
 - Authorization is to be requested concurrently with allocation requests.



Allocation Process

CTC MEETING DATES & PREPARATION SCHEDULE

- Most up-to-date CTC meeting information can be [found here](#)
- CTC Meeting Preparation Schedule can be [found here](#)

Example of
preparation
schedule:

2023 California Transportation Commission (CTC) Meeting Schedule	Local Agency Submits Off System Funds Requests, Program Amendments, and Time Extensions to Caltrans Districts	District Submits Off System and On System Requests to HQ Divisions	HQ Divisions Submit Final Off System and On System Requests to Budgets	Final Agenda Language Due From HQ Divisions to Office of CTC Liaison	Final Book Items Due from HQ Divisions to Office of CTC Liaison
Date and Location:	10:00 AM District & CTC	10:00 AM HQ Divisions	5:00 PM Email to HQ Budgets	10:00AM Email to CTC Liaison	10:00 AM Email to CTC Liaison Email: CTCLiaison@dot.ca.gov
Jan 25-26 - Sacramento	Mon, Nov 28, 22	Mon, Dec 5, 22	Mon, Dec 12, '22	Wed, Dec 21, '22	Thu, Dec 22, '22
Mar 22-23 - Los Angeles	Mon, Jan 23, 23	Mon, Jan 30, 23	Mon, Feb 6, '23	Wed, Feb 15, '23	Thu, Feb 16, '23
May 17-18 - Bay Area	Mon, Mar 20, 23	Mon, Mar 27, 23	Mon, Apr 3, '23	Wed, Apr 12, '23	Thu, Apr 13, '23
June 28-29 - Sacramento	Mon, May 1, 23	Mon, May 8, 23	Mon, May 15, '23	Wed, May 24, '23	Thu, May 25, '23
Aug 16-17 - San Diego	Mon, Jun 19, 23	Mon, Jun 26, 23	Mon, Jul 3, '23	Wed, Jul 12, '23	Thu, Jul 13, '23
Oct 18-19 - Central Valley	Mon, Aug 21, 23	Mon, Aug 28, 23	Tue, Sep 5, '23	Wed, Sep 13, '23	Thu, Sep 14, '23
Dec 6-7 - Riverside	Mon, Oct 9, 23	Mon, Oct 16, 23	Mon, Oct 23, '23	Wed, Nov 1, '23	Thu, Nov 2, '23

* No Scheduled Meeting in: February, April, July, September and November

Eligibility & Requirement Table From Next Steps Letter

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
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 CEQA for state-only funded projects CEQA and NEPA for federally funded projects • Baseline agreement executed if applicable
Right of Way (R/W)	<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 CEQA for state-only funded projects CEQA and NEPA for federally funded projects • Baseline agreement executed if applicable
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 • Pertinent permits and agreements executed
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 - 25-R or 25-Plan • CEQA/NEPA clearance for NI and plans

Allocation Process

NON-INFRASTRUCTURE/PLAN SCOPE OF WORK

25-R/25-P REVIEW

- The 25-R or 25-Plan needs HQ approval
 - Need approval date for allocation request form
- The agency must send the original 25-R or 25-Plan (from application/most recent approved) to ATP-NI@dot.ca.gov
 - Copy your DLAE/ATP Coordinator.
- This approval ensures the scope is the same as the original scope and that it meets the NI Guidance.
- If there are comments, the agency must work with Caltrans to get them corrected.
 - Agencies are encouraged to do this a few weeks before your allocation request form is due.



3 Invoicing

Invoicing

EXHIBIT 5-A: REQUIREMENTS PRIOR TO FIRST INVOICE

- Executed PSA
- Award Package and a copy of consultant agreements (including DBE for federal projects)
- Common Delays include missing one or multiple of the following:
 - Exhibit 10-C (online database)
 - 10-O's (award docs)
 - 10-K (both Prime and sub consultants)
 - And task orders, etc
- [LAPM Chapter 5](#) is the best resource for invoicing.
- [LAPM Chapter 10](#)

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY INVOICE
LAPM 5-A (REV 08/2020)

Instructions Reset Form Print Invoice

Billing No: _____

SECTION 4: CHECKLIST

	Frequency	Local Agency		Caltrans
		Confirm	N/A	Concur
1 Executed Program Supplement Agreement (PSA) on file with Local Agency.	All Invoices	<input type="checkbox"/>		
2 Submittal of one signed original and one copy of completed Local Agency Invoice (LAPM 5-A) which includes Section 1: Invoice, Section 2: Indirect Cost Calculation, Section 3: Billing Summary (submit contractor pay estimate for construction invoices), and Section 4: Checklist.	All Invoices	<input type="checkbox"/>		<input type="checkbox"/>
3 Reimbursable work claimed is after E-76 (Federal Authorization to Proceed) date and/or California Transportation Commission (CTC) State Allocation date.	All Invoices	<input type="checkbox"/>		<input type="checkbox"/>
4 Work performed is prior to any lapsing / expiring funds. <ul style="list-style-type: none"> • Check Finance Letter Reversion Date (Federal) • Verify Cooperative Work Agreement Approval (Federal / State) • CTC State Allocation Letter Fund Expiration Deadline (State) 	All Invoices	<input type="checkbox"/>		<input type="checkbox"/>
5 Invoice is consistent with current approved Finance Letter. <ul style="list-style-type: none"> • Phases of Work • Fund Types (e.g., CMAQ, RSTP, etc.) • Reimbursement Ratios • Available Balance of Federal / State Funds • Cost Incurred prior to authorized Agreement End Date (AED) 	All Invoices	<input type="checkbox"/>		<input type="checkbox"/>
6 Invoiced amount shall be greater than 2% of the total Federal and/or State funds or \$1,000, whichever is greater, unless authorized by District Local Assistance Engineer (DLAE) to prevent inactivity.	All Invoices	<input type="checkbox"/>		<input type="checkbox"/>
7 Percentage of work complete is consistent with total Federal / State funds invoiced (i.e., project should not be 80% expended if only 20% complete).	All Invoices	<input type="checkbox"/>		<input type="checkbox"/>
8 Remaining balance should not be less than Caltrans required retention (\$40,000 or 2% of the Federal / State funds, whichever is greater).	All Invoices prior to Final Invoice	<input type="checkbox"/>		<input type="checkbox"/>
9A All consultant agreements / amendments must follow the Caltrans procurement and oversight processes outlined in Local Assistance Procedures Manual Chapter 10. The following Exhibits must be sent to and received by the appropriate entities prior to Invoicing: <ul style="list-style-type: none"> • Submit Exhibit 10-C to Division of Local Assistance HQ – Office of Guidance and Oversight • Submit Exhibits 10-O1 and 10-O2 to DLAE • Submit Exhibit 10-K to Independent Office of Audits and Investigations 	All Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9B <ul style="list-style-type: none"> • Submit copy of executed contract to the DLAE within 30 days of contract award or concurrently with first invoice, whichever is earlier. • For on-call contracts, submit copy of Issued task order and Exhibit 10-O2 for the task order. 	All First Consultant Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Verification of Project Award: Attach LAPM Exhibit 15-L (Federal projects), LAPM Exhibit 22-A (State ATP projects), and/or LAPM Exhibit 23-A (STIP projects).	First Construction Invoice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Submit contractor pay estimate with Billing Summary.	Construction Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Local Agency Representative	Date	Print Name and Title
Signature of Caltrans District Reviewer	Date	Print Name/Title/Phone Number

Comments

Invoicing

- ATP progress invoicing follows the same requirements as any State or Federal Program.
- Final Reports of Expenditures (FROE) follow the same requirements as any State or Federal Program. The only difference is the required :
 - FROE=Sent to the Districts
 - Completion Reports = Submitted at time of FROE, via CalSMART
 - Final Reports = Submitted via CalSMART
 - Supplemental documents submitted to atpfinalreporting@dot.ca.gov



4

Timely Use of Funds (TUEF)

WHAT ARE TUF DEADLINES?

ALLOCATIONS

- Funds must be allocated by CTC in the State FY programmed This applies to all phases PA&ED, PS&E, RW, CON and CON-NI.

EXPENDITURE

- Project development-phase expenditures must occur by end of 2nd State FY following allocation date. This applies to PA&ED PS&E and RW phases.

CON/CON-NI AWARD

- Projects must be awarded within 6 months from construction allocation

CON/CON-NI COMPLETION

- Project must be completed within 36 months of the award (more time can be requested at the time of CON allocation).

TIME EXTENSIONS

- Deliver project as scheduled
- If a project phase cannot be completed prior to the TUF deadline (shown on the previous slide), then a time extension can be requested
- Time extensions will only be approved for unforeseen and extraordinary circumstances beyond the control of the responsible Agency.
- Detailed Justification is needed

[Timely Use of Funds Guidelines](#)

[Preparation Schedule](#)

[Time Extension Chart](#)

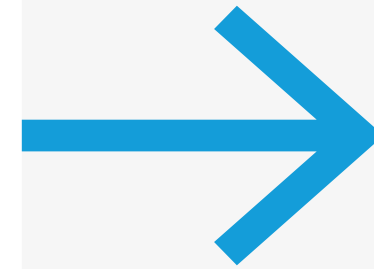
OVERVIEW OF TIME EXTENSION PROCESS



Timely Use of Funds

EXHIBIT 25-A: TIME EXTENSION REQUEST

- Reason for Project Delay
 - Time extension will be approved only for unforeseen and extraordinary circumstances beyond the control of the responsible Agency. Detailed justification is needed.



BASIC INFORMATION

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CTC Meeting Date for
Request of Action

[View CTC Meeting Schedule](#)

Today's Date

Federal Project Number

Agency

Select from the drop-down list (a City or County);
Enter agency name if not a City or County.

PPNO

County

Advantage Project ID

Caltrans District

Assembly District(s)

Senate District(s)

Project Location (be brief - max 180 characters)

Project Description (be brief)

Output/Outcome (Action taken/quantifiable benefits results) (be brief - max 180 characters)

1. FUNDING PROGRAM

This request is for (must check one)

- STIP - State Transportation Improvement Program
- ATP - Active Transportation Program
- LFP - Local Partnership Program
- SCCP - Solutions for Congested Corridors Program
- TCEP - Trade Corridor Enhancement Program
- TCF - Trade Corridors Improvement Fund

Choose Action Requested (must check one)

- Allocation Request
- Time Extension Request

WHO APPROVES THE EXTENSION?

- Only the CTC can approve or deny time extension requests
- Local Agencies are urged to attend the CTC meeting to defend their extension requests

Extension requests are NOT automatic nor guaranteed!



5

Enhanced Oversight



Enhanced Oversight

The purpose is to proactively and strategically manage project delivery risk.

The goals of Enhanced Oversight are to:

- Reduce scope changes
- Minimize project delays and reduce the number of time extensions
- Reduce the number of lapsed phases and projects
- Reduce audit findings
- Support timely delivery of projects and project phases



Enhanced Oversight

Projects are selected based on the following criteria:

- Funding thresholds
- Project complexity
- Environmental & RW challenges
- Audit history
- Compliance history
- Other considerations (such as State-only Funding)

What to expect?

- Districts will engage more during the project delivery process. Attend PDT meetings, assist with public engagement, etc.
- Request status of projects quarterly
- Verify scope of project at CON allocation





6 Baseline Agreements

Baseline Agreements

Baseline Agreement Thresholds and Requirements

- Projects with a total project cost of \$25 million or greater or a total programmed amount of \$10 million or greater
- The process to complete and execute the agreement begins after the environmental document is complete
- If the environmental document is complete at the time of project adoption, BAs are due to Caltrans within 4 months
- If the environmental document is not complete at the time of project adoption, the BA is due to Caltrans 6 months after the environmental document is completed
- [SB1 Accountability and Transparency Guidelines](#)



Baseline Agreements

Baseline Agreement Thresholds and Requirements

- If the project funding/costs exceed the BA threshold any time after approval, then a BA is due within 60 days from when the change was identified
- An executed BA is required prior to allocating any phase other than PA&ED or CON-NI
- BAs are executed at CTC meetings



Documentation

- The agreement (must have signature of authorized officer of the applicant/implementing agency)

Attachments

- Project Programming Request Form (PPR)
- Original Approved Project Application (added to package by HQ)
- Environmental Document (CEQA or NEPA)
- **Benefits Form (current and projected user counts are required)**

Length of Process
(to complete and execute BA)

~2 to 3
months

To properly complete the package, circulate for Caltrans executive review (District and HQ), and prepare for the CTC agenda.

7

Project Amendments

Project Amendments

PROJECT SCOPE

"The application is the approved scoping document"

- Scope of work must be completed as shown in the original application
- Deviating from the original scope is considered a scope change and must be approved in advance
 - There are situations that may be considered as a minor design modification, but this also must be approved.



Project Amendments

SCOPE CHANGES

Note: Approved Eligible Scope could be audited!

SCOPE CHANGE TYPES

1

Design Modification:

Still meets the original intent/design.
Approved by Caltrans HQ

2

Minor Scope Change:

Does not impact project
benefits. Approved by CTC staff

3

Major Scope Change:

Impacts project benefits.
Voted by the Commissioners at a CTC Meeting



Project Amendments

SCOPE CHANGES

Scope Change Request Process:

- Found in LAPG Chapter 25
- LAPG 25-E includes instructions for Scope Change Request form 25-D
- **Discuss with District and HQ PMs before preparing LAPG 25-D – [found here](#)**
- Note: Scope change requests need to be approved before CON phase allocation



FUNDING DISTRIBUTION CHANGE REQUEST

- 1 Funds can be redistributed among project development phases**
 - Funds cannot be moved out of construction
 - The request cannot be made in the same state fiscal year in which the funds have been programmed
 - The funds cannot be allocated
- 2 An agency can only request a Funding Distribution Change once during the life of the project**
- 3 Use Exhibit 25-G Request for Funding Distribution Change and Instructions (Form 25-G1)**
- 4 Fund Distribution changes are voted by the Commissioners at CTC meetings**

Project Amendments

Project Cost Savings

To move project savings between allocated phases*

- The limit is 20% of the smaller programmed amount (ATP Guidelines section 36)
 - From PA/ED to PS&E, no limit
- The funds and phases are subject to the Timely Use of Funds policy and the funds in both allocated phases need to be active (not expired)
- A revised finance letter is needed to reflect the change





8 Reporting

Requirements

- Per the [Senate Bill 1 Accountability and Transparency Guidelines](#), project sponsors must submit quarterly Progress Reports and a Completion and a Final Delivery Report for all ATP projects.
- Information provided in these Reports will be compiled and reported to the California Transportation Commission, semi-annually, at every March and October Commission meetings.

Consequences for
not reporting
include but are not
limited to:

- Written warning
- Agency placed on a Watch List
- Required to appear before the Commission
- For the most egregious situations:
- Ineligible for future allocations or programming actions
- Reduced reimbursement

PROGRESS REPORTS

- Per the [Senate Bill 1 Accountability and Transparency Guidelines](#), project sponsors must submit quarterly Project Progress Reports to Caltrans toward implementation of a project to ensure projects are executed in a timely fashion and within the approved scope and budget.
- Thus, once a Project is programmed into the Active Transportation Program (ATP), a **Progress Report** is required to be submitted via the Caltrans **CaSMART** reporting tool at the next available reporting period. Register for a **CaSMART** account now to get notifications on the next reporting period.
- BEFORE counts are required, in the Progress Reports, no more than six months before the Construction phase begins.

ALL MPO adopted Cycle 6 projects are required to report Progress starting October 1st, 2024.

Progress Reporting Dates - CaSMART			
	CaSMART Opens to Report	Last Day to Report	Last Day to make Corrections:
Quarter 1	October 1st	October 15th	October 31st
Quarter 2	January 1st	January 15th	January 31st
Quarter 3	April 1st	April 15th	April 30th
Quarter 4	July 1st	July 15th	July 31st

COMPLETION REPORTS

- Completion Reports are due within six months of the project becoming operable (open to the public) or construction/consultant contract acceptance or all Non-Infrastructure (NI) activities are complete.
- Reports are submitted via the [CaSMART](#) reporting tool.
- [CaSMART](#) is open for you to submit the report when you're ready/required. You do not need to wait until an open reporting period like the Progress Reports.
- **AFTER** user counts **ARE NOT REQUIRED** in the Completion Report.



FINAL DELIVERY REPORTS

Final Delivery Reports

- Final Delivery Reports are due within 180 days of the conclusion of all remaining project activities beyond the acceptance of the construction contract to reflect *final project expenditures*, any changes that occurred after submittal of the Completion Report and *AFTER user counts* are required using the [Interim Count Guidance \(PDF\)](#).

Final Delivery Reports are submitted via the CalSMART reporting tool.

- **CalSMART** is also open for Final Delivery Report submittal at anytime. AFTER user counts REQUIRED.
- Once the Completion Report has been submitted and approved, reporting periods may be until final reimbursement has taken place and actual user counts were conducted using the Interim Count Guidance.

FINAL DELIVERY REPORTS - *Supplementals*

In addition to the CalSMART submittal, there are supplemental documents that also must be submitted to

atpfinalreporting@dot.ca.gov

*All supplemental documents are located on the

[ATP Reporting Webpage](#)

Types of Supplementals Required			
Combo (IF & NI)	IF Only	NI Only	Plan
25-T	25-T		PLAN Project Details Sheet
NI and Combo Project Details Sheet		NI and Combo Project Details Sheet	

Forms:

- [25-T Form \(Excel\)](#)
- [NI and Combo Project Details Sheet \(PDF\)](#)
- [PLAN Project Details Sheet \(PDF\)](#)
- [Photo Release Form](#)

For questions regarding Completion and Final Delivery Reporting, please contact atpfinalreporting@dot.ca.gov.

All reporting provisions specified in the [SB 1 Accountability and Transparency Guidelines](#) apply to ATP projects, including the report content, submission timeline and consequences for noncompliance.

DIFFERENCE BETWEEN COMPLETION AND FINAL REPORTS

Completion Reports

- Due within 6 months of project becoming operable, contract acceptance, or all NI activities are complete.

Final Delivery Reports

- Due within 180 of final activity completion (final invoice) or after counts conducted.
- Requires ACTUAL AFTER COUNTS

Both Completion and Final Reports are Required!

COUNTS

Why are counts important?

- By collecting necessary user data, Caltrans can report on the impact of ATP investments in relation to the ATP's legislated goals and the CTC's SB 1 Accountability Requirements.
- Helps to show program impact and to track usage of individual projects



Reporting

COUNTS

Count requirements and key points from guidance:

- All project types (except Plans) require counts to be taken
- BEFORE COUNTS must no more than six months before start of construction or when NI activities commence
- Before and after counts must be taken at the same time of day and time of year
 - Make sure to also take before and after photos!
- SRTS project counts should be taken during the school year
- For important methodology considerations, please refer to the Interim Count Guidance and Flash Training on Interim Count Guidance – [both found here](#)



ATP Reporting Website

The ATP Reporting Website has a ton of Resources!

Contact:

[ATP Reporting webpage](#) to learn more about: Reporting Deadlines, Q&A's, Consequences of Non-Compliance and more.

[SB1 Reporting webpage](#) to view past semiannual reports.

ATPProgressReporting@dot.ca.gov for any reporting questions.



Reporting Webinar & Other Useful Resources

The ATP Program conducted a CalSMART webinar in March 2023. Below are resources from the webinar.

[CalSMART Reporting Powerpoint presentation](#)

[Recording of Webinar \(Video\)](#)

[Reporting Q&A](#)

[Outcome vs. Output](#)

[ATP User Counts Data \(PowerPoint\)](#)

[Counts - When To Do Them - Flow \(PDF\)](#)

[Before and After Photo Cheat Sheet \(PDF\)](#)



9 About the ATRRC

Purpose :

"The ATRC's mission is to provide resources, technical assistance, and training to transportation partners across California to increase opportunity for the success of active transportation projects."

[Visit our website to sign up for the listserv!](#)



The screenshot shows the homepage of the Active Transportation Resource Center (ATRC). At the top left is the ATRC logo. To the right is a navigation menu with links for Home, ATP, Training, Resources, Technical Assistance, and ATP Symposium. Below the navigation is a large banner image of a man in a white shirt and black helmet riding a bicycle in front of a red bus. The bus has "NOT IN SERVICE" on its destination sign. Below the banner is a green and blue gradient bar with the text "Welcome to the Active Transportation Resource Center" and a short paragraph about the center's mission. Below this are three columns, each with a green circular icon of a person at a computer. The first column is titled "Training" and describes registering for training and webinars. The second is titled "Resources" and describes discovering resources and tools. The third is titled "Technical Assistance" and describes finding technical support options. Each column has a "Learn More" button at the bottom.

Reminders



- 1 • Remember to Contact your DLAE and ATP Coordinator
 - Your district is your first point of contact
- 2 • Remember to follow your original scope of work
 - If you need to modify your scope, please contact your District coordinator
- 3 • Remember to do your Pre and Post counts
 - Follow the Interim Count Guidance Methodology
 - Utilize the Automated Counter Loan Program
- 4 • Take Photos!
 - This is the best way to showcase your project outcomes!
 - If there are faces of minors in the before and/or after photos, you must also submit a [photo release form](#)
 - Check out our [Project Profiles](#) for inspiration and reach out when your project is complete to be featured.
- 5 • Active Transportation Resource Center
 - [JOIN THE MAILING LIST!](#)
 - Check out our [Free Trainings](#)
 - See the many [Resources](#) we have to offer on our website
 - Request [Technical Assistance](#)
 - Reach out to ATSP@cdph.ca.gov for NI technical assistance



Q&A
Session