# Metropolitan Transportation Commission
# Programming and Allocations Committee

**April 11, 2018** **Agenda Item 3a**

**Resolution No. 4324**

**Subject:** Adoption of the 2019 Regional Active Transportation Program (ATP) Cycle 4 Guidelines

**Background:** The Legislature established the Active Transportation Program (ATP) in 2013. The 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. 4324 establishes MTC's policies, procedures, and project selection criteria for the Cycle 4 Regional ATP. MTC's large urbanized area share of the ATP provides about $37 million in new funding to the nine-county MTC region over four years, FY2019-20 through FY2022-23.

**MTC Guidelines – Proposed Changes**

MTC's Regional ATP Guidelines are based on CTC's draft ATP Guidelines, scheduled for adoption on May 16, 2018. MTC staff recommends several changes from the Statewide Guidelines (as summarized in Attachment 1):

- New screening criteria for consistency with One Bay Area Grant (OBAG2) housing element and complete street policy requirements;
- Demonstration of coordination with affected transit operators;
- Awarding 2 points for projects identified in an approved Community-Based Transportation Plan (CBTP); and
- Awarding 2 points for communities with an approved Vision Zero policy or Bicycle/Pedestrian Safety Plan.

These four points would come from points currently assigned to Disadvantaged Communities (DACs). However, the CBTP points are consistent with a focus on DACs, and in past cycles, the regional program has awarded between 60-90% of funds to DACs. Staff expects that the region will meet or exceed the 25% state DAC funding minimum with these slight policy shifts.

Following Commission approval of the guidelines, staff will submit them to CTC for approval as requested. Upon CTC approval, expected in May 2018, MTC will issue a call for projects for the regional program. Applications for the Regional ATP are due to MTC on July 31, 2018.

MTC staff will recommend programming of projects from the Regional ATP in early 2019 via amendment to MTC Resolution No. 4324.

**Issues:** Staff does not propose any link to housing production for this cycle of Regional ATP funding. As directed by the Commission, staff is examining all discretionary funding sources (including this one) for appropriate housing links, with recommendations to be proposed in the next few months. In order to match the CTC schedule, however, MTC should adopt guidelines in April so that the regional and statewide calls for projects can proceed with the same deadlines. These recommendations may affect the next Regional ATP cycle, expected in Spring 2020.

**Recommendation:** 1) Refer MTC Resolution No. 4324 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 2019 ATP Guideline Changes
Attachment 2 – Regional ATP Guidelines Highlights
Attachment 3 – MTC's ATP Cycle 4 Guidelines Comment Letter
MTC Resolution No. 4324

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# Highlighted CTC 2019 ATP Guideline Changes

- **Extended Programming Cycle**
  Beginning with Cycle 4, the ATP will cover four fiscal years. New programming capacity for the 2019 ATP will be for state fiscal years 2019-20, 2020-21, 2021-22 and 2022-23.

- **Updated Project Application Types**
  There will be five different applications available for applicants to complete depending on the project type and size. It is incumbent on the applicant to complete the application appropriate for their project. The five application 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 $1.5 million to $7 million will be considered a Medium Project and must use the Medium Project application.
  C. Small Project, Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total project cost less than $1.5 million will be considered a Small Project and must use the Small Project application.
  D. Non-infrastructure Only
  E. Plan

- **Uncommitted funding for ATP projects**
  The CTC will only program a project phase (component) if it is fully funded from a combination of Active Transportation Program funds and other committed funds with the exception of the two situations described below:
  - The project is at the funding cut-off for an MPO in its regional ATP program and there are not enough available funds to fund the full project. The applicant must demonstrate the means by which it intends to fund the construction of a useable segment, consistent with the regional transportation plan.
  - Projects that fall into the Large Infrastructure category as defined by the CTC. The applicant must demonstrate how it will fund the construction of a useable segment, consistent with the regional transportation plan.

  Uncommitted funds may only be proposed using funds from the Active Transportation Program or Local Partnership Program (formulaic or competitive). The applicant must indicate its plan for securing a funding commitment; explain the risk of not securing that commitment, and its plan for securing an alternate source of funding should the commitment not be obtained. If a project with uncommitted funds is programmed, all funding commitments for that project phase must be secured prior to July 1 of the year in which the project is programmed.

- **Elimination of points for leveraging other funding for plans, small infrastructure, and non-infrastructure projects**
  Previous ATP cycles awarded up to 5 points for sponsors leveraging other funding for ATP projects, regardless of project type. The draft statewide ATP Cycle 4 Guidelines, presented to the CTC on March 21, 2018, proposed the elimination of points for leveraging other funding specifically for plans, small infrastructure, and non-infrastructure categories. If CTC approves the Guidelines in May 2018 without changes, sponsors nominating an active transportation plan, project with a total project cost of less than $1.5 million, or non-infrastructure only project (such as safe routes to school education) will not receive any additional points for leveraging other funds or providing local match.

# Regional ATP Guidelines Highlights

## Proposed Regional ATP Guidelines

MTC will follow the State Competitive ATP Guidelines, except with several differences as noted below:

1. 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. Additional screening criteria focused on transit agency coordination.
3. Add additional evaluation criteria, as follow:
    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). **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 Congestion Management Agency determination of consistency with countywide plans and/or goals. Inconsistent projects will receive a 2 point penalty. **0 or -2 point.**
    d. Deliverability. Evaluators 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 adopted 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. Revise the Disadvantaged Communities portion as follows:
    a. Assign the statewide score value for Disadvantaged Communities to 60% of the statewide value (6 points), with the remaining 20% of the statewide value awarded for projects identified in an approved Community-Based Transportation Plan (CBTP) (2 points), and 20% to projects within a jurisdiction with an adopted Vision Zero or Bike and Pedestrian Safety Policy or Plan (2 points). 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 Cal-Enviro-Screen 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 schools projects. Also, MTC will waive local match for construction if pre-construction phases are funded entirely with non-federal and non-ATP funds.
6. Revise the target for smaller funding requests to encourage smaller project applications.
    a. Target approximately 10% of Regional ATP funds (about $4 million) for project requests $1 million and under, and prioritize these projects for state-only funds. If this target is not met based on score order, projects requesting $1 million and under which score five or less points under the lowest scoring funded projects may be added to the

program to meet the 10% target. Remaining Regional ATP funds (about $32 million) may be for projects requests of any size.

b. Existing minimum project size requirements from the state still apply ($250,000 minimum except for non-infrastructure, Safe Routes to School, and plans).

7. Contingency Project List. MTC will also 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 4 Regional ATP that occur prior to the adoption of Cycle 4. This will ensure that the Regional ATP will fully use all 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 June 1, 2019.

**Other Information**

*Funding Amount*:
The statewide competitive portion of the ATP provides $217M over four years, FY2019-20 through FY2022-23. MTC's large urbanized area share of the ATP provides about $37 million in new funding to the nine-county MTC region.

*Schedule*:
The current estimated schedule for the Cycle 4 ATP is below.

| Milestone | Statewide ATP | Regional ATP |
|---|---|---|
| MTC Guideline Adoption | N/A | April 25, 2018 |
| CTC Guideline Approval | May 16, 2018 | May 16, 2018 |
| Call for Projects | May 16, 2018 | May 16, 2018 |
| Application Due Date | July 31, 2018 | July 31, 2018 |
| Staff Recommendations | December 31, 2018 | January 30, 2019 |
| MTC Adoption | N/A | February 27, 2019 |
| CTC Approval | January 2019 | March 2019 |

*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 an 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 2019.

*ATP Contact*:
For additional information, please go to the State ATP website (http://www.catc.ca.gov/programs/atp/), MTC's ATP website (http://mtc.ca.gov/our-work/invest-protect/investment-strategies-commitments/protect-our-climate/active-transportation), or contact Karl Anderson, ATP Program Manager, 415-778-6645, kanderson@bayareametro.gov.

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March 28, 2018

Susan Bransen, Executive Director
California Transportation Commission
1120 N Street, Room 2221 – MS 52
Sacramento, CA 95814

RE: Active Transportation Program (ATP) Cycle 4 Comments

Susan

Dear Ms. Bransen:

Thank you for the opportunity to comment on the upcoming Active Transportation Program (ATP) Cycle 4 Guidelines proposed for adoption at the May 2018 CTC meeting. MTC would like to offer the region's comments and suggestions from our experience in administering the Bay Area's large-MPO share of ATP.

- **Caltrans Applications for the Statewide Component**
  Recognizing Caltrans as an eligible applicant for ATP funds, MTC encourages the Guidelines require Caltrans-nominated projects to receive concurrence from or illustrate coordination with the local and/or regional agency. Currently, locally-nominated projects on or adjacent to the state highway system requires Caltrans concurrence; therefore, the reverse should also be required to assure that local communities are supportive of and have provided feedback on the proposed Caltrans ATP projects. Further, we suggest some form of limitation on the funding that can go to Caltrans-nominated projects, in order to preserve most funding for local agencies. Finally, the region encourages Caltrans to publicize how they will prioritize among their projects statewide.

- **Refined Disadvantaged Communities Definition**
  MTC would like to thank the Commission for updating the criteria for the regional definition of disadvantaged communities (DACs). Additionally, MTC agrees that each regional definition must document a robust public outreach process that includes the input of community stakeholders. We believe this supports the goals and principles of the ATP.

Thank you for your consideration of the region's comments. If you have any questions about our comments or any other ATP-related issues, please contact me at (415) 778-6722, or Kenneth Kao of my staff at (415) 778-6768.

Sincerely,

Anne Richman
Director, Programming & Allocations

AR: KA

cc: Laurie Waters, California Transportation Commission ATP Coordinator
April Nitsos, Caltrans ATP Program Manger
Sylvia Fung, Caltrans District 4 Local Assistance Engineer
Joel Goldberg, San Francisco MTA – ATP Technical Advisory Committee Member
Paul Keener, Alameda Public Works – ATP Technical Advisory Committee Member
Patricia Chen, Los Angeles Metro – RTPA Moderator

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Date: April 25, 2018
W.I.: 1515
Referred by: PAC


ABSTRACT

Resolution No. 4324

This resolution adopts the Active Transportation Program (ATP) Regional Program Cycle 4 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 – 2019 Regional ATP Program of Projects

Further discussion of these actions is contained in the summary sheet to the MTC Programming and Allocations Committee dated April 11, 2018.

Date: April 25, 2018
W.I.: 1515
Referred by: PAC

RE: Adoption of Regional Active Transportation Program (ATP) Cycle 4 Guidelines and Program of Projects

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4324

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

_____
Jake Mackenzie, 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 April 25, 2018.

# 2019 Regional Active Transportation Program (ATP)

## Cycle 4

## Guidelines

## April 25, 2018

## MTC Resolution No. 4324
## Attachment A

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

**2019 Regional Active Transportation Program (ATP) Cycle 4**
**Guidelines**
**Table of Contents**

**Background** ..... **3**
**Development Principles** ..... **3**
**CTC Guidelines** ..... **4**
ATP Development Schedule ..... 4
ATP Regional Shares ..... 4
Public Involvement Process ..... 4
ATP Projects in the Transportation Improvement Program (TIP) ..... 4
**Deviations from Statewide Policies** ..... **4**
1. Application Process and Additional Regional Screening/Evaluation Criteria ..... 5
2. Definition, Evaluation, and Funding Minimum for Disadvantaged Communities ..... 5
3. Establish a Target for Project Funding Requests $1 million and Under ..... 7
4. Match Requirement ..... 7
5. Contingency Project List ..... 7
**Application Process** ..... **8**
Project Application ..... 8
Additional Project Screening Criteria, Including Readiness ..... 8
Additional Project Evaluation Criteria ..... 9
**Additional Regional Policies** ..... **10**
Title VI Compliance ..... 10
MTC Resolution No. 3606 Compliance – Regional Project Delivery Policy ..... 10
MTC Resolution No. 3765 Compliance – Complete Streets Checklist ..... 11
**Appendix A-1: ATP Development Schedule** ..... **12**
**Appendix A-2: MTC ATP Regional Shares** ..... **13**
**Appendix A-3: Regional ATP Project Application** ..... **14**

# 2019 Regional Active Transportation Program Cycle 4 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 a number of 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 separate 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 4 ATP are expected to be adopted in May 2018. 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 the regional guidelines are approved by CTC.

This document serves as MTC's Cycle 4 Regional ATP Guidelines that substantially follow those of the CTC, but include a number of differences based on the region's existing policies and priorities. MTC adopted these Guidelines for the MTC Regional Active Transportation Program on April 25, 2018, for final consideration by the CTC in May 2018.

## Development Principles

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

- MTC will work with CTC staff, Caltrans, Congestion Management Agencies (CMAs), 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, CMAs, 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).

**CTC Guidelines**

The California Transportation Commission (CTC) ATP Guidelines are expected to be adopted in May 2018, and are available at: http://www.catc.ca.gov/programs/atp/. 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**

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 4 of ATP funding (FY 2019-20 through FY 2022-23); consistent with the ATP Fund Estimate scheduled for adoption by the CTC. 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 prior to seeking a CTC allocation. Selected projects must complete and submit a Fund Management System (FMS) application by July 1, 2019 in order 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 prior to 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 on the application process are detailed later in this guidance.

Project sponsors may apply for either the State ATP program or Regional ATP program, or both. Sponsors applying to the State ATP program or to both the state and regional programs must submit a copy of their state application to MTC. In order 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. For the purposes of meeting 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 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: http://opendata.mtc.ca.gov/datasets/MTC::mtc-communities-of-concern-acs-2012-2016-2018?geometry=-132.743%2C36.37%2C-111.836%2C39.404.

*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, county congestion management agencies (CMAs), 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, CMAs 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 strives to achieve 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. Each Vision Zero policy generally 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.
- Acknowledgement 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.

*Scoring*
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 identified in an approved Community-Based Transportation Plan (CBTP) or similar, and the remaining 20% to projects within a jurisdiction with a Vision Zero or Bike and Pedestrian Safety Policy or Plan. The applicant will provide proof of CBTP consistency and Vision Zero or safety policy or plan in the supplemental regional application.

**3. Establish a Target for Project Funding Requests $1 million and Under**
MTC elects to establish a target of 10% of ATP funds for project requests of $1 million and under. The goal of the target is to encourage smaller project applications throughout the region. If the 10% target is not met based on score order, projects requesting $1 million and under which score five or fewer points under the lowest scoring funded project may be added to the Program in order to meet the target.

Project requests over $1 million must meet federal requirements and receive federal funds, while project requests $1 million and will be prioritized for state-only funding. Exceptions may be granted on a case-by-case basis, subject to the federal/state funding availability identified in Appendix A-2.

**4. Match Requirement**
The CTC Guidelines do not require a match for Statewide ATP projects. 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 a Community of Concern, 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.

**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 4 Regional ATP. This will ensure that the Regional ATP will fully use all 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 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 July 31, 2018 in order 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 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 design and right of way, 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 submit the CTC allocation and obligation paperwork to Caltrans/CTC by November 1 of the programmed fiscal year, and receive the federal authorization to proceed (E-76 / federal obligation) 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 in order 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 July 31, 2018. 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. This 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 lack of coordination with affected transit operators.

**Additional Project Evaluation Criteria**

MTC will use the CTC project evaluation criteria as set forth in the CTC Guidelines, with additional criteria for the Regional Active Transportation Program. The additional criteria 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*. Points will be awarded 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 and Transportation Demand Management strategies.
  - Consistency with MTC's Spare the Air Youth and 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
- 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 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 or 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 County Congestion Management Agencies (CMAs) or Countywide Transportation Planning Agency (collectively referred to as "CMAs"). The CMAs will review the applications for consistency with adopted countywide transportation plans, active transportation plans, and/or other countywide goals, as applicable. The CMAs will provide MTC a list of projects determined to be inconsistent with countywide plans and/or goals no later than October 1, 2018. Inconsistent projects will receive a 2 point penalty; consistent projects will be held harmless.
- Deliverability Determination. **(0 or -5 points)**
  The regional program evaluation committee, in consultation with MTC staff, will review each application's project delivery schedule for 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 4 (FY 2019-20 through FY 2022-23) shall receive a 5 point penalty. Projects that are deemed able to allocate within the four programming years of Cycle 4 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 July 1, 2019. 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 polices 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)<br>2019 Regional Active Transportation Program (ATP) Cycle 4<br>Appendix A-1: ATP Development Schedule (Subject to Change)<br>April 25, 2018 | |
|---|---|
| January 2018 | CTC releases draft ATP Guidelines |
| February 2018 | Draft Regional ATP Guidelines presented to Working Groups |
| April 11, 2018 | MTC Programming and Allocations Committee (PAC) review and recommendation of final Regional ATP Guidelines |
| April 25, 2018 | MTC Commission scheduled adoption of Regional ATP Guidelines<br>MTC submits adopted Regional ATP Guidelines to CTC for consideration |
| May 16-17, 2018 | **CTC scheduled adoption of State ATP Guidelines**<br>**CTC scheduled approval of MTC's Regional ATP Guidelines** |
| May 16, 2018 | **CTC scheduled release of ATP Call for Projects for Statewide Competitive Program**<br>**MTC scheduled release of ATP Call for Projects for Regional Program** |
| July 31, 2018 | **State ATP Applications Due to CTC (Statewide Program)**<br>**Regional ATP Applications Due to MTC (Regional Program)** |
| December 31, 2018 | CTC releases staff recommendation for ATP Statewide Competitive Program |
| January 2019 | **ATP Statewide Program Adoption:** CTC scheduled to adopt statewide program and transmit unsuccessful projects to the Regions for consideration |
| February 15, 2019 | MTC releases staff recommendation for ATP Regional Program |
| February/March 2019 | Working Group discussions of staff recommendations |
| March 13, 2019 | MTC Programming and Allocation Committee (PAC) scheduled review and recommendation of final ATP Regional Program |
| March 27, 2019 | **ATP Regional Program Adoption:** MTC Commission scheduled approval of ATP regional program and transmittal to CTC for consideration |
| June 2019 | **CTC Approval of ATP Regional Program** |
| July 1, 2019 | **TIP Amendment Deadline:** Successful ATP project sponsors to submit 2019 TIP Amendment, including Resolution of Local Support |
| September 25, 2019 | MTC Commission scheduled to approve TIP Amendment to add ATP projects into federal TIP |
| November 1, 2019 | Allocation/Obligation Submittal Deadline for Regional ATP projects programmed in FY 2019-20 |
| November 20, 2019 | TIP Approval: FHWA/FTA anticipated approval of ATP projects in federal TIP |
| January 31, 2020 | Allocation/Obligation Deadline for Regional ATP projects programmed in FY 2019-20 |
| November 1, 2020 | Allocation/Obligation Submittal Deadline for Regional ATP projects programmed in FY 2020-21 |
| January 31, 2021 | Allocation/Obligation Deadline for Regional ATP projects programmed in FY 2020-21 |
| November 1, 2021 | Allocation/Obligation Submittal Deadline for Regional ATP projects programmed in FY 2021-22 |
| January 31, 2022 | Allocation/Obligation Deadline for Regional ATP projects programmed in FY 2021-22 |
| November 1, 2022 | Allocation/Obligation Submittal Deadline for Regional ATP projects programmed in FY 2022-23 |
| January 31, 2023 | Allocation/Obligation Deadline for Regional ATP projects programmed in FY 2022-23 |

Shaded Area – Actions by State, CTC or Caltrans

# Metropolitan Transportation Commission (MTC)

## 2019 Regional Active Transportation Program (ATP) Cycle 4

## Appendix A-2: MTC ATP Regional Share Targets

### Cycle 4 Program - FY 2019-20 through FY 2022-23

*ATP Regional Share* All numbers in thousands

| Fund Source | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 | 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 | | | $2,898 | $2,898 | $5,797 |
| **Total ATP Regional Share** | **$8,045** | **$8,045** | **$10,290** | **$10,290** | **$36,670** |

*State's 25% Disadvantaged Communities Minimum Requirement*

| Classification | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 | Total |
|---|---|---|---|---|---|
| 25% - Benefiting Disadvantaged Communities | $2,011 | $2,011 | $2,572 | $2,572 | $9,167 |
| 75% - Anywhere in the Region | $6,034 | $6,034 | $7,717 | $7,717 | $27,502 |
| **Total ATP Regional Share** | **$8,045** | **$8,045** | **$10,290** | **$10,290** | **$36,670** |

### Total Regional ATP Cycle 4 (FY 2019-20 through FY 2022-23)

*ATP Regional Share - Total* All numbers in thousands

| Fund Source | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 | Total |
|---|---|---|---|---|---|
| All Fund Sources | **$8,045** | **$8,045** | **$10,290** | **$10,290** | **$36,670** |
| **Total ATP Regional Augmentation Share** | **$8,045** | **$8,045** | **$10,290** | **$10,290** | **$36,670** |

# METROPOLITAN TRANSPORTATION COMMISSION (MTC)
## 2019 Regional Active Transportation Program (ATP) Cycle 4

### 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/our-work/invest-protect/investment-strategies-commitments/protect-our-climate/active-transportation

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 http://www.catc.ca.gov/programs/ATP.htm
    b. Regional ATP Supplemental Application Form, available at http://mtc.ca.gov/our-work/invest-protect/investment-strategies-commitments/protect-our-climate/active-transportation, including back-up documentation, as applicable, such as:
        i. Community of Concern benefit evidence
        ii. Environmental Documentation certification evidence (CEQA and NEPA, if requesting federal funds)
        iii. OBAG 2 Complete Streets Policy and Housing Element compliance
        iv. Community-Based Transportation Plan evidence
        v. Vision Zero Policy or Bike and Pedestrian Safety Policy or Plan evidence
        vi. Transit Agency Coordination evidence
3. Project Programming Request (PPR) form
    a. Available at: http://www.dot.ca.gov/hq/transprog/ocip/pprs/2_21_2018_project_programming_request_template.xls
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, 2019.

**Attachment B**
**Metropolitan Transportation Commission**
**2017 Active Transportation Program (ATP)**
**Cycle 4**
**FY 2018-19 through FY 2022-23**
**Regional ATP Cycle 4 List of Projects**

MTC Resolution No. 4324
Attachment B
Adopted: April 25, 2018

## Regional ATP Cycle 4 Projects (in county order)

| County | Implementing Agency | Project | Regional ATP |
|---|---|---|---|
| SELECTED PROJECTS WILL BE ADDED VIA AMENDMENT TO THIS RESOLUTION | | | $ - |
| | | | $ - |
| | | TOTAL: | $0 |

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## Regional ATP Cycle 4 Augmentation Contingency List (in descending score order)

| County | Implementing Agency | Project | Regional ATP |
|---|---|---|---|
| | | | $ - |
| | | TOTAL: | $0 |

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