

**DEPARTMENT OF TRANSPORTATION**

DIVISION OF LOCAL ASSISTANCE

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*Making Conservation  
a California Way of Life.*

March 21, 2019

Active Transportation Program  
Cycle 4 Awardee

Dear Recipient:

Congratulations! Your project is included on the California Transportation Commission's (CTC) 2019 Active Transportation program (ATP) list of 2019 awarded projects.

<http://www.catc.ca.gov/programs/atp/>

To help in the success of your project, here are some important items to note:

- The agency's first step is to contact the appropriate District Local Assistance Engineer (DLAE) who can assist with the Master Agreement (if needed), allocation, and authorization processes. <http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm>
- State funds make up a majority of the ATP funding. ATP projects will be assigned federal funds unless "State Highway Account" (SHA) funds have been recommended by the California Department of Transportation (Caltrans). You can contact your DLAE if your project was programmed with funds in State Fiscal years 21-22 or 22-23, to find out if your project is State or Federally funded.
- The ATP is a reimbursement program. Reimbursable work cannot commence on your project until:

**STATE ONLY FUNDED**

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

**FEDERALLY FUNDED**

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

- Amendment Requests – both scope changes and funding distribution changes are allowed, as approved in conjunction with the CTC's amendment request policy, located in section 28 "Amendment Requests" of the CTC 2019 ATP Guidelines, located at: [http://www.catc.ca.gov/programs/atp/2019/docs/051618\\_2019\\_ATP\\_Guidelines\\_Final\\_Adopted.pdf](http://www.catc.ca.gov/programs/atp/2019/docs/051618_2019_ATP_Guidelines_Final_Adopted.pdf)

- It is the agency's responsibility to review their project scope throughout the project delivery process and confirm that ATP funding is used to fund the approved eligible scope. Please refer to section 11 "Reimbursement" of the CTC 2019 ATP Guidelines. Once ATP projects are selected and programmed, the CTC does not allow adding ATP funding to cover cost overruns.
- ATP projects are subject to CTC Timely Use of Funds (TUF) Requirements. Please refer to section 31 "Timely Use of Funds" of the CTC 2019 ATP Guidelines and to Caltrans TUF guidance, located at [http://www.dot.ca.gov/hq/LocalPrograms/atp/atp\\_timelyuse.html](http://www.dot.ca.gov/hq/LocalPrograms/atp/atp_timelyuse.html)
- Per CTC 2019 ATP Guidelines, all projects must follow the Local Assistance Procedures Manual (LAPM), located at: <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>
- Prior to engaging in any Architectural and Engineering (A&E) contract procurement(s), agencies should reference LAPM Chapter 10 and Exhibit 10-C from the Local Assistance Program Guidelines (LAPG), located at: <http://dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>
  - Applications that identified a partner or non-A&E consultant as performing a portion of or all work associated with the project scope must still comply with LAPM Chapter 10.
- The Senate Bill 1 (SB 1) Accountability and Transparency Guidelines require the implementing agency to submit quarterly project Progress Reports, a Completion Report, and Final Delivery Report to Caltrans. Refer to the ATP Reporting webpage, located at: [http://www.dot.ca.gov/hq/LocalPrograms/atp/proj\\_report.html](http://www.dot.ca.gov/hq/LocalPrograms/atp/proj_report.html)
  - Agencies that do not comply with the reporting requirements will be included in a non-compliant list and presented to the CTC. For more information, visit the SB 1 Accountability and Transparency Guidelines, located at: [http://www.catc.ca.gov/programs/sb1/reforms/docs/090418\\_Final-Amended\\_Accountability-Transparency-Guidelines.PDF](http://www.catc.ca.gov/programs/sb1/reforms/docs/090418_Final-Amended_Accountability-Transparency-Guidelines.PDF)
- Projects may be subject to an audit by Caltrans to evaluate the following:
  - Performance of the project
  - Whether project costs incurred and reimbursed are compliant with the following:
    - Executed project agreement and/or approved amendment(s)
    - State and Federal laws and regulations
    - Contract provisions
    - Program Guidelines
  - Consistency with project scope, schedule and benefits described in the executed project agreement and/or approved amendment(s), and approved project application.
- Caltrans administers the Active Transportation Resource Center (ATRC) to provide training, resources, tools and technical assistance to ATP awardees. Please visit the ATRC website, located at: [caatpresources.org/](http://caatpresources.org/) and to join the ATRC list serve.

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

Districts (D) or Project Type	Caltrans HQ ATP Manager	Email
D 1, 2, 3 & 4 Infrastructure Projects	Ted Davini	<a href="mailto:ted.davini@dot.ca.gov">ted.davini@dot.ca.gov</a>
D 5, 6, 9 & 10 Infrastructure Projects	Desiree Fox	<a href="mailto:desiree.fox@dot.ca.gov">desiree.fox@dot.ca.gov</a>
D 7, 8, 11 & 12 Infrastructure Projects	Teresa McWilliam	<a href="mailto:teresa.mcwilliam@dot.ca.gov">teresa.mcwilliam@dot.ca.gov</a>
Plan and Non-Infrastructure Projects	Emily Abrahams	<a href="mailto:emily.abrahams@dot.ca.gov">emily.abrahams@dot.ca.gov</a>

Sincerely,



RIHUI ZHANG  
Division of Local Assistance, Chief

Enclosure  
FedAid Process Flowchart

- c: DLAEs, Caltrans Districts  
Ted Davini, ATP Manager North, Caltrans HQ  
Desiree Fox, ATP Manager Central, Caltrans HQ  
Teresa McWilliam, ATP Manager South, Caltrans HQ  
Emily Abrahams, ATP Manager Plans and Non-Infrastructure, Caltrans HQ  
John Hoole, Project Implementation South Office Chief, Caltrans HQ  
Winton Emmett, Project Implementation North Office Chief, Caltrans HQ  
Laurie Waters, Deputy Director, CTC

# Project Allocation/Authorization Process

