Active Transportation Program
2023 ATP Cycle 6
Project Study Report (PSR) Equivalent Workshop

December 1, 2021

Presentation Outline

- ATP Background
- PSR-Equivalent Purpose
- PSR-Equivalent Definition and Requirements
- Engineer's Checklist (See slide #20)
- Non-Infrastructure
- Plans
- Wrap-Up
- ATRC

ATP Background

ATP Background: Goals

"The ATP goals include increasing proportion of trips by walking and biking, increasing safety and mobility, enhancing public health and includes a broad spectrum of projects to benefit many types of active transportation users."

ATP Background: Project Types

The ATP has five basic project types

Infrastructure

Long-term capital projects that will further the program goals

Non-Infrastructure

Education and encouragement activities that further the program goals

Plans

The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan in a disadvantaged community

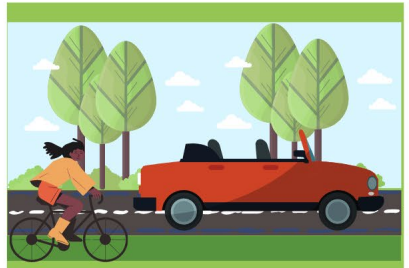
Combination

Infrastructure & Non-Infrastructure together

Quick-Build Pilot

Interim capital (infrastructure) projects that are built with durable, low-cost materials, and last one to five years

ATP Application Types



SMALL INFRASTRUCTURE

Total Project cost less than $2 Million

MEDIUM INFRASTRUCTURE

Total Project cost between $2 and $7 Million

LARGE INFRASTRUCTURE

Total Project cost greater than $7 Million

NON-INFRASTRUCTURE

Any cost. Can be stand alone, or combined with an Infrastructure project

PLANS

Any cost. Must be stand alone, cannot be combined with any other application type

QUICK BUILD PILOT

Any cost. Infrastructure project. Must be stand alone, cannot be combined with any other application type

PSR Equivalent Purpose

PSR-Equivalent Purpose

Why do we need a PSR-Equivalent?

1	The application serves as the PSR-equivalent. The scope in the application at the time of programming is the approved project scope
2	Necessary to verify scope, schedule and estimated cost
3	Necessary to verify deliverability and constructability
4	CTC's ATP guidelines state that a new infrastructure project will not be programmed without a PSR-equivalent

PSR-Equivalent Purpose

Important Note:

PSRs and PSR-equivalents vary in complexity and detail, however the minimum acceptable level for ATP projects enables the reviewers to verify that the plans/layouts, schedule, and estimated cost of the project are consistent with the written scope and narrative questions as evaluated (what the application is awarded points for.)

PSR-Equivalent Purpose

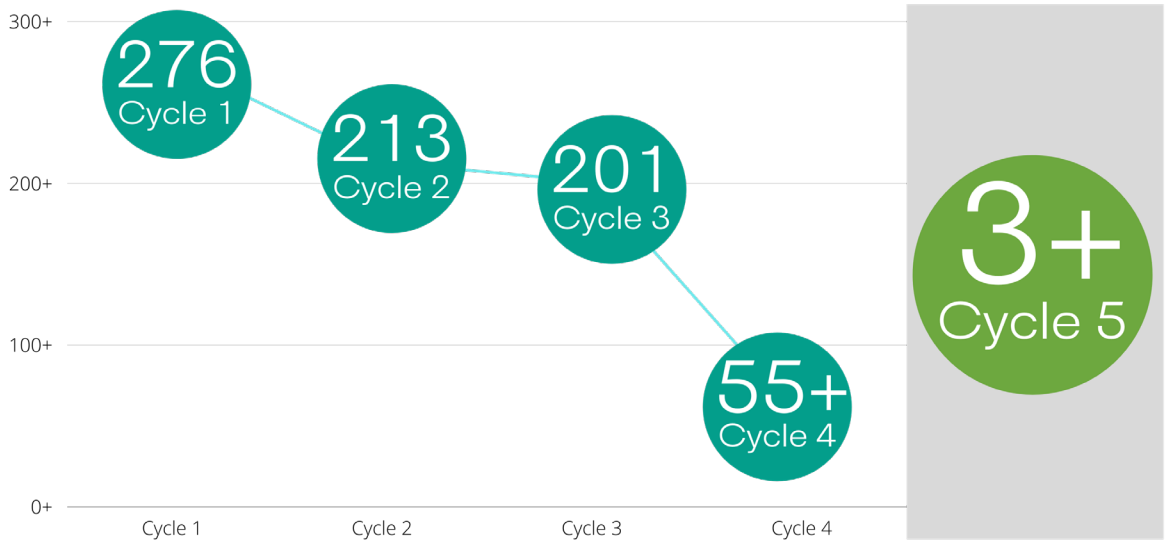
958 Total ATP Projects

- 567 Active
- 355 Completed

38 Lapsing phases
Totaling: $ 27 Million

30 Cancelled Projects
Totaling: $ 32Million

Number of Time Extensions



Number of Scope Changes

87 Approved Minor

3 Declined

10 Approved Major

15 Withdrawn

PSR- Equivalent Definition and Requirements

PSR-Equivalent Definition and Requirements

What is a PSR/PSR-Equivalent?

- Project Study Reports and Project Study Report Equivalents are engineering reports used to document agreement on the scope, schedule, and estimated cost of a project so that the project can be considered for inclusion in a future programming document.
- A feasibility study is not an appropriate programming document. The project scope must be identified and defined.

PSR-Equivalent Definition and Requirements

According to the Adopted PSR Guidelines, a PSR equivalent must include at a minimum:

Narrative

- Need and Purpose
- Background and project history
- Discussion of alternative(s) that satisfy project need and purpose, including project costs

Cost/Schedule

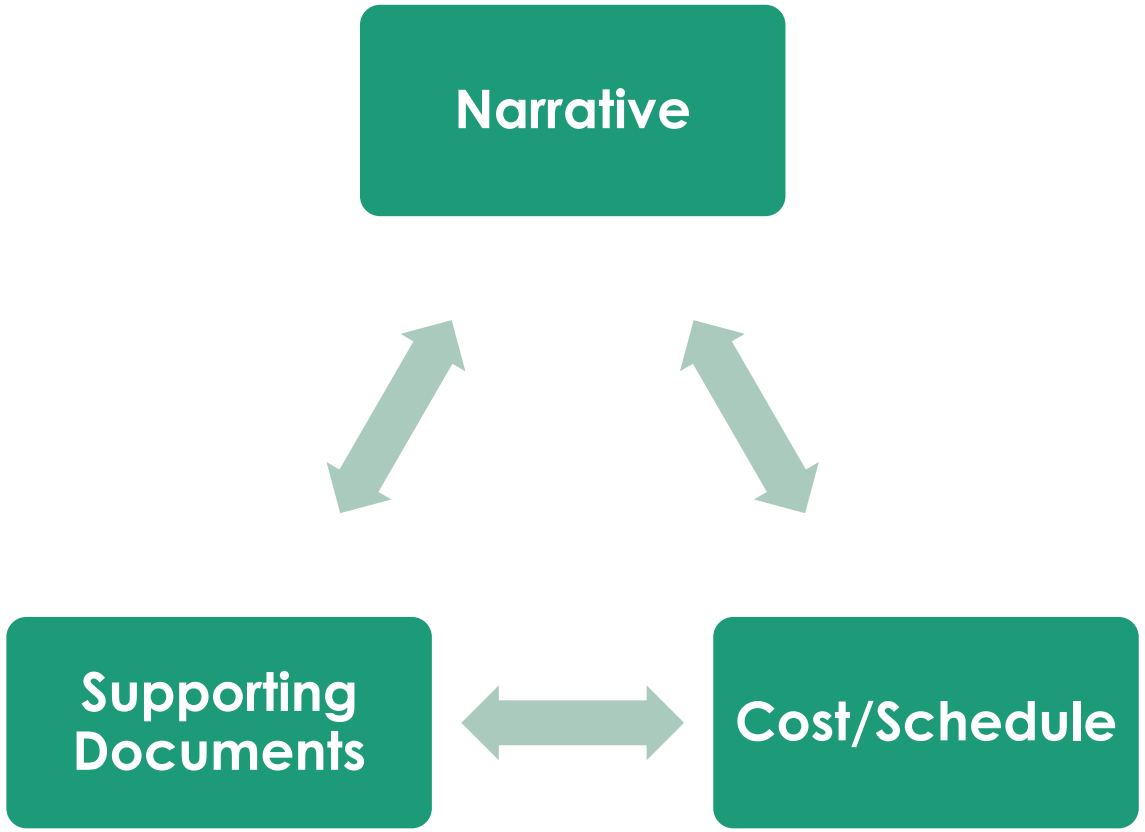
- Project cost estimate:
  - Include project costs for Project Approval and Environmental Document (PA&ED) , Plans, Specifications and Estimates (PS&E), Right of Way (R/W), and Construction, construction management and engineering (CON) phases
- Project Programming Request (PPR) form with ALL project funding (showing a fully-funded project) with a delivery schedule for all phases

Supporting Documents

- Maps, plan layouts and cross-sections that support the project description

PSR-Equivalent Definition and Requirements

Scope in the narrative must be consistent with the Supporting Documents (maps, plans and cross sections), Cost and Schedule



PSR-Equivalent Definition and Requirements

A PSR Equivalent Must Consider:

- Consistency with statewide, regional and local planning
- Potential environmental issues, including mitigation requirements or hazardous waste

PSR-Equivalent Definition and Requirements

PSR-Equivalent Elements in the Application

Part A – General Application Questions

- Agency Information
- Project Description
- Project Details
- Project Schedule and Funding (PPR)

Part B – Question #3

- Crash Safety Data, Collision Maps and Countermeasures

Part C – Application Attachments

- Engineer's Checklist (Attachment B)
- Project Location Map (Attachment C)
- Project Layout/Plans and Cross Sections showing existing and proposed conditions (Attachment D)
- Project Estimate (Attachment F)
- Non-Infrastructure Work Plan (Attachment G)
- Plan Scope of Work (Attachment H)
- Additional Attachments (Attachment K)

Yellow sections included as a part of the Engineer's Checklist

Questions?

Questions About PSR Equivalent – 10 minutes

Engineer's Checklist (Attachme

Engineer's Checklist
General Overview

- Required for infrastructure applications
- Used to aid applicants in providing a PSR-equivalent.
- Signed & stamped by the California registered professional engineer (PE) in "responsible charge" of the preparation of the ATP application who ensures the following:
  - All PSR-Equivalent elements are included in the application and attachments
  - The application is free of critical errors and omissions; allowing the application to be accurately evaluated and scored

Engineer's Checklist

The PE should check to ensure the following items are included in the application:

1. Project Location Map (Attachment C)
2. Project Map/Plans (Attachment D)
3. Cross Sections (Attachment D)
4. Project Estimate (Attachment F)
5. Crash/Safety Data, Collision Map & Countermeasures
   - (see question 3 in ATP Application for reference)
6. Project Schedule, Funding, and Programming Request (Part A5 and A6)
7. Warrant Studies/Guidance, if applicable (Attachment K)
8. Additional Narration and Documentation (Attachment K)

1. Project Location Map

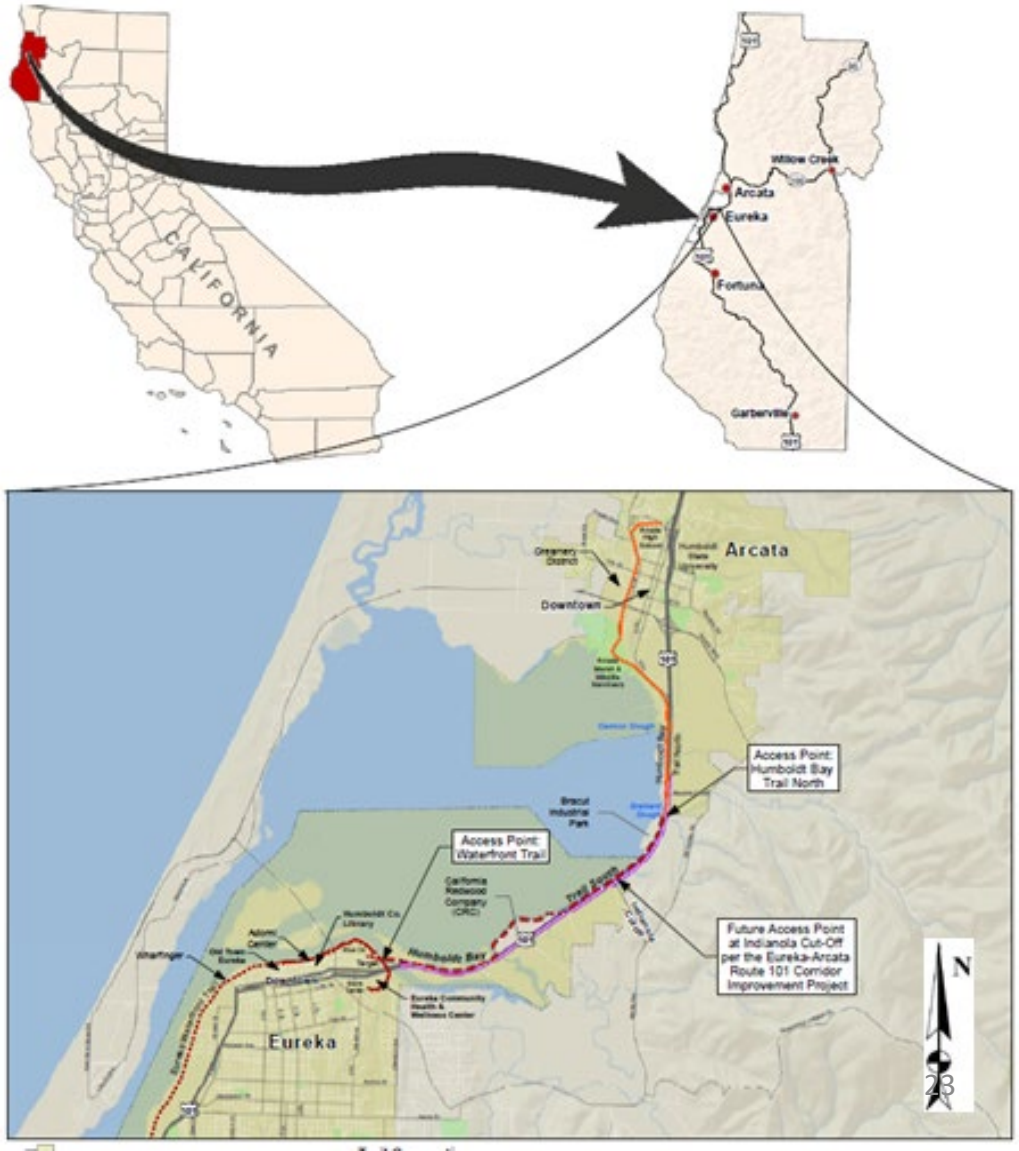
1. Project Location Map

The project limits must be clearly depicted in relation to the overall agency boundary

DO THIS!

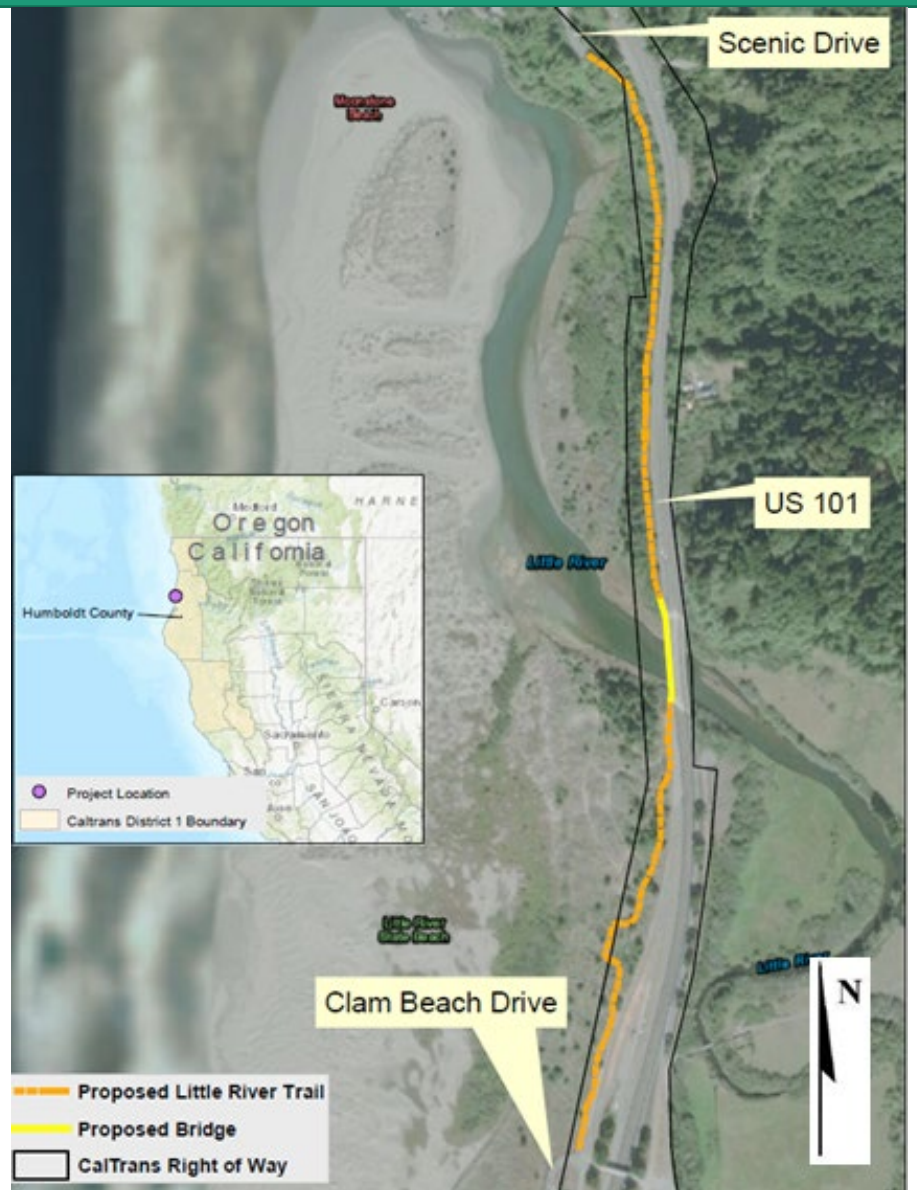
1. Project Location Map

DO THIS!



1. Project Location Map

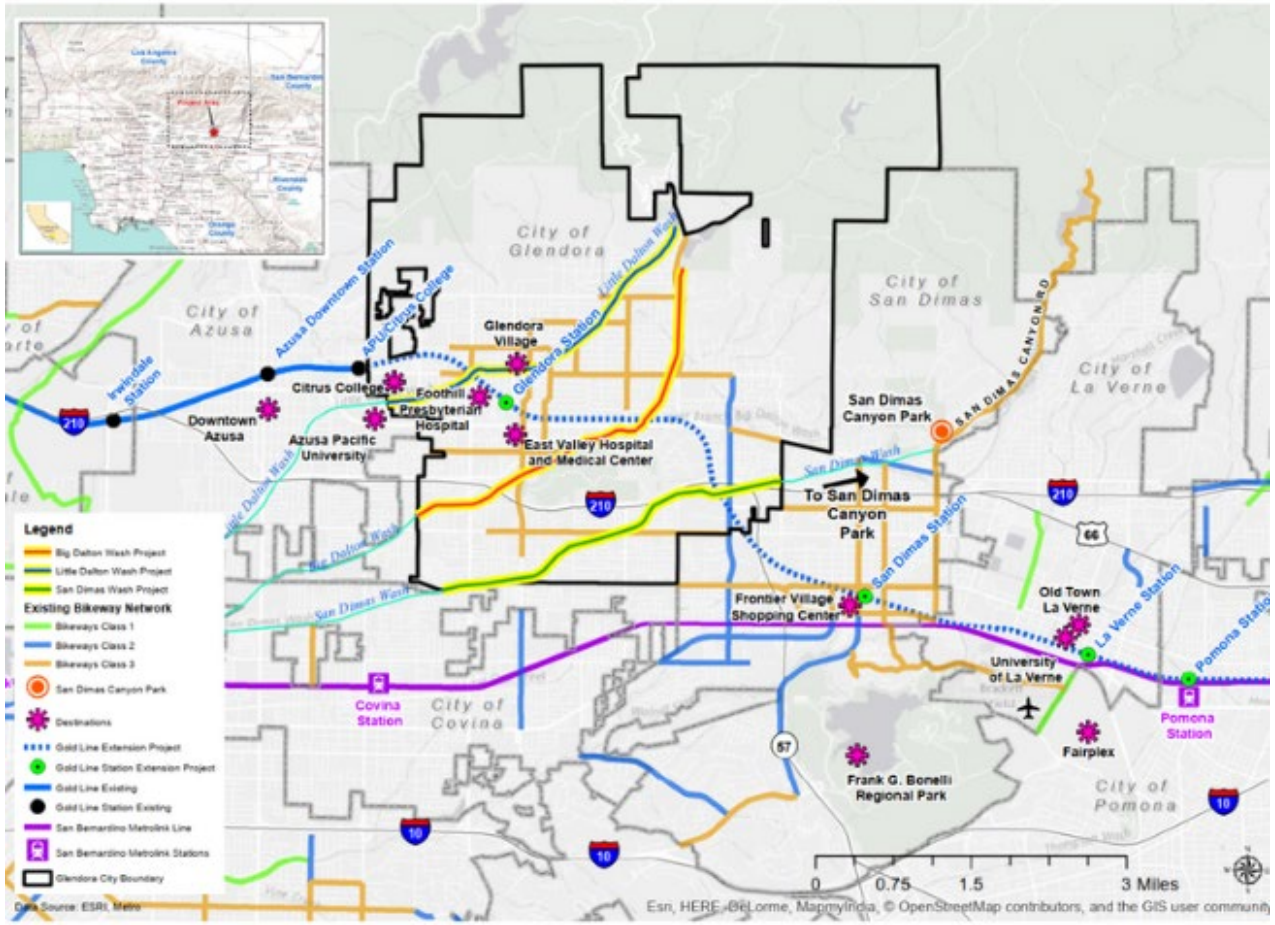
DO THIS!



1. Project Location Map

This map does not show clearly defined boundaries. It shows too much information and does not clearly indicate where the project is located.

DON'T DO THIS!



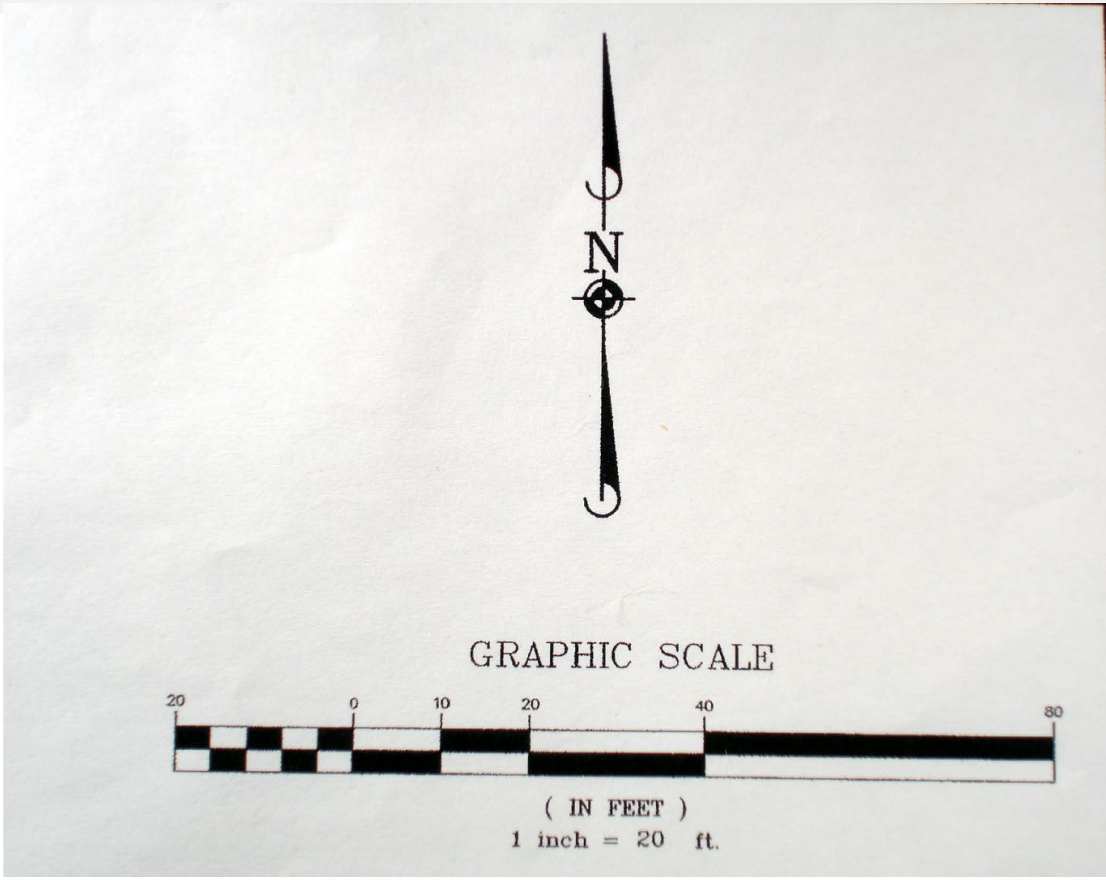
1. Project Location Map
Lessons Learned

- Show the project location -- Use clear maps, no blurry photos or images
- Clearly show project limits -- identify project boundaries

2. Project Layout/Plans

2. Project Layout Plans
General Overview

- **Infrastructure Layout-Plans**
  - Show the existing and proposed conditions and features
  - Include a scale to reference
  - Show existing and proposed right of way lines (permanent or temporary)
  - Display the full scope of proposed work
  - Allow for visual verification of the limits of each primary element of the project.



2. Project Layout Plans

Important Note:

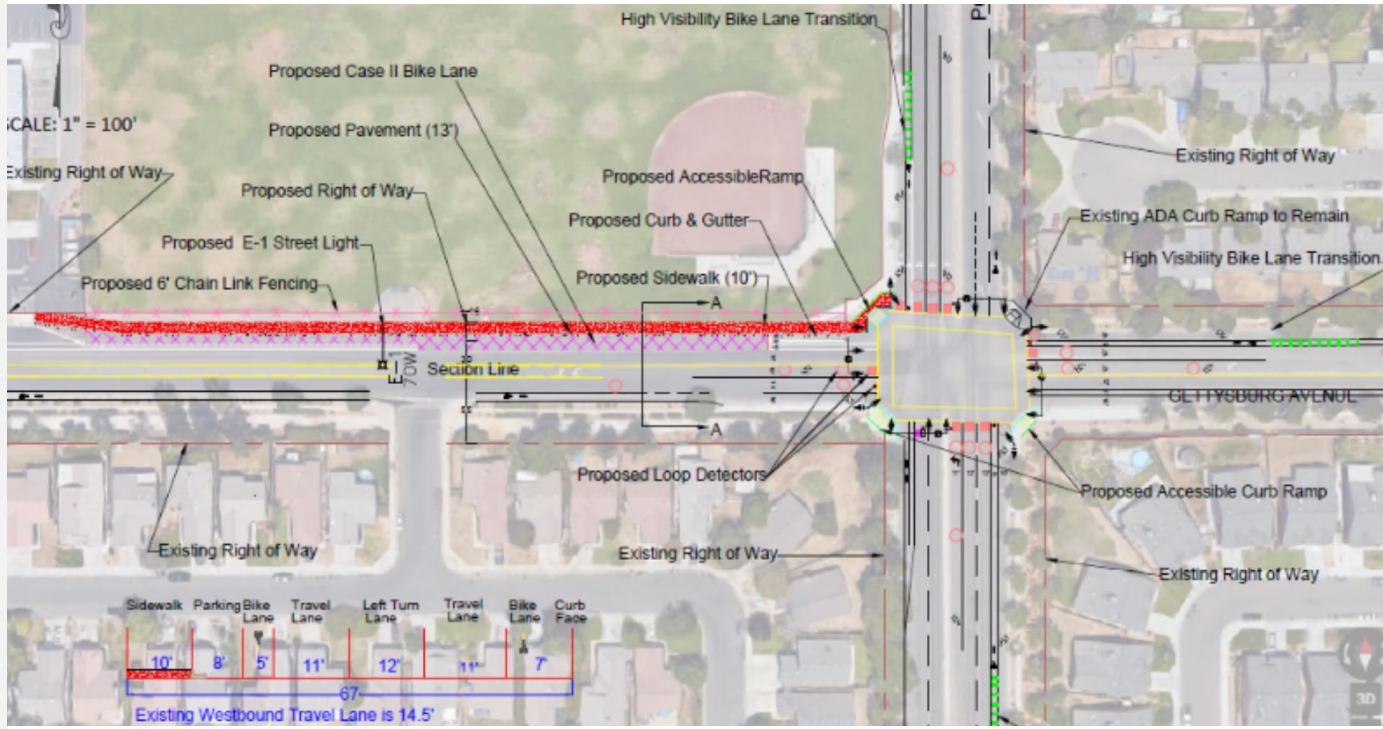
Rule of Thumb –
Using the plans, can you determine what elements are being proposed and where?

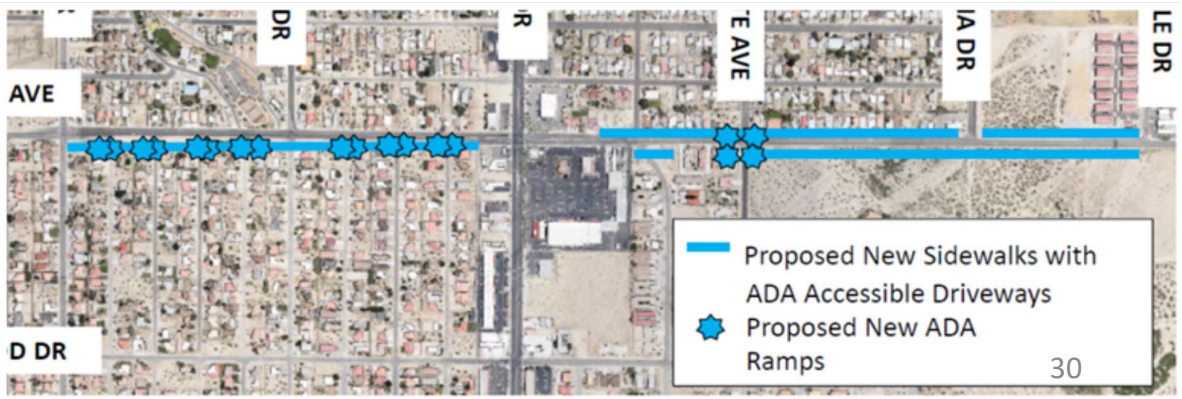
2. Project Layout Plans

This layout/cross section is clearly showing all the proposed work, and R/W lines

This is a good example for a simple project, except it needs a cross section and R/W lines

DO THIS!

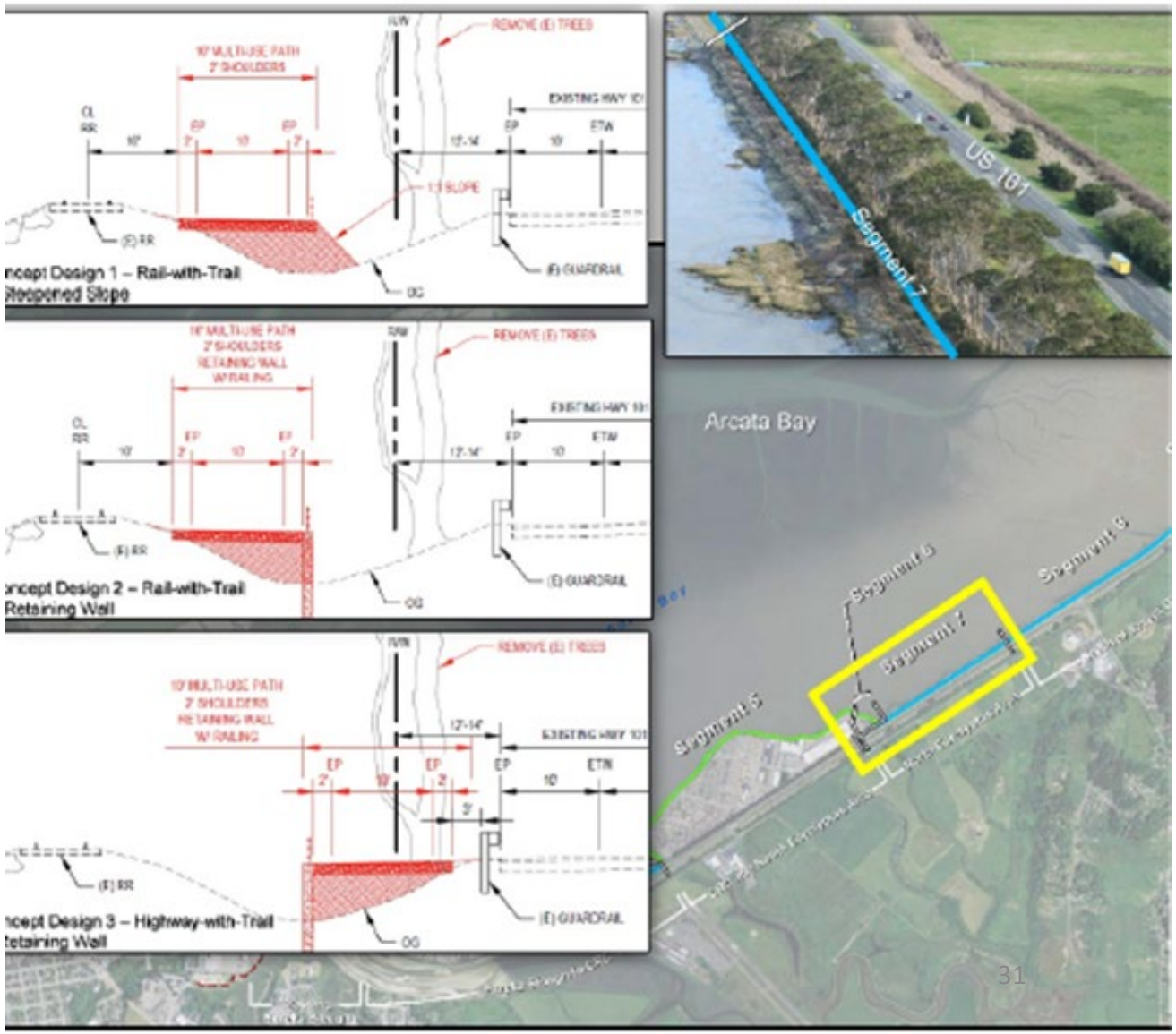




2. Project Layout Plans

Clearly shows work being performed and how it relates to the location and where on the project it is occurring

DO THIS!



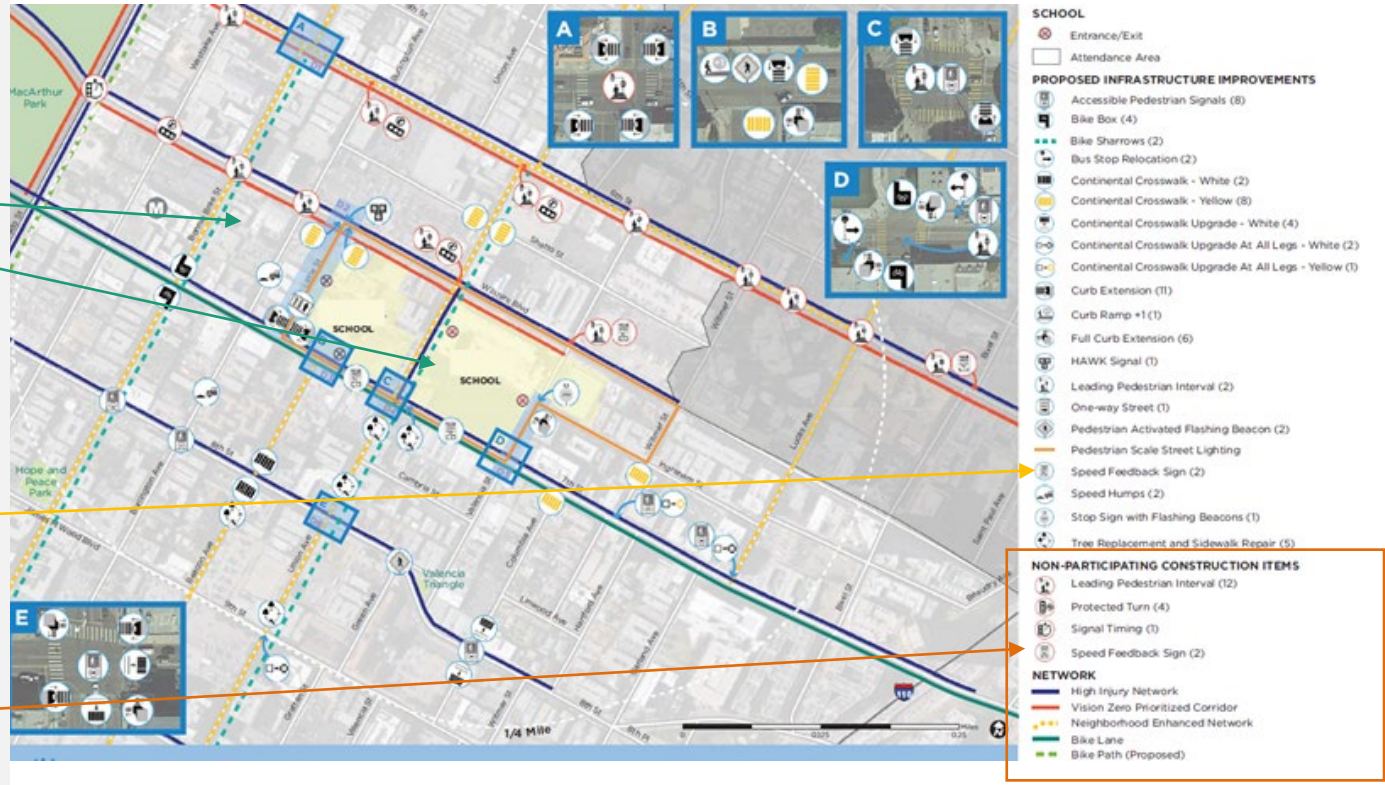
2. Project Layout Plans

DON'T DO THIS!

The green (Bike Sharrows) and turquoise (Bike path proposed) dashed lines are difficult to differentiate.

A colored line called Pedestrian Scale Street Lighting" can be used IF the estimate itemizes the # of lights.

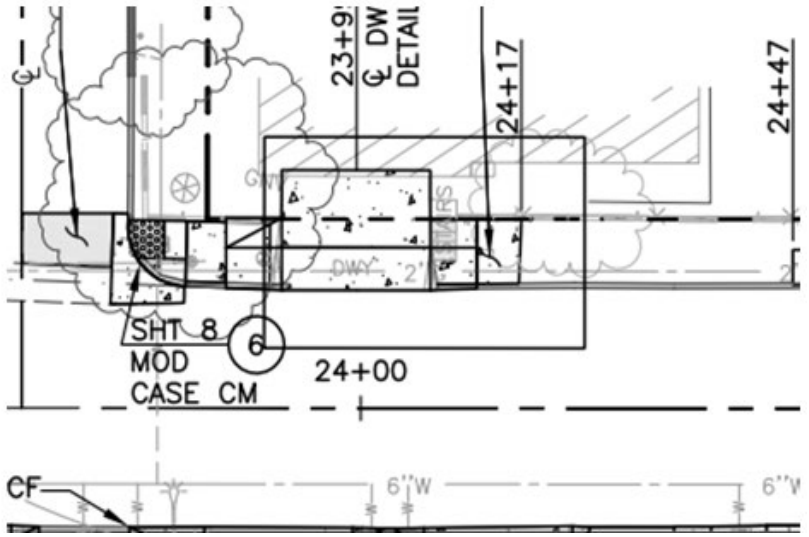
Items that are not part of the project should be dropped out or not mentioned



2. Project Layout Plans

- 2-D plans can show work that will not actually fit the terrain.
- These plans are proposing non-ADA compliant ramps, driveways and sidewalks.
- ATP can't fund non-compliant facilities/projects.

DON'T DO THIS!



2. Project Layout Plans

- This is 5 blocks of sidewalk/ADA improvements.
- The application included "30%" plans

- This project's costs included only $2,000 in R/W
  - This property will likely not have use of its garage and the owners will have to be compensated for that loss
- $697,000 is not an adequate amount of funding for proposed work

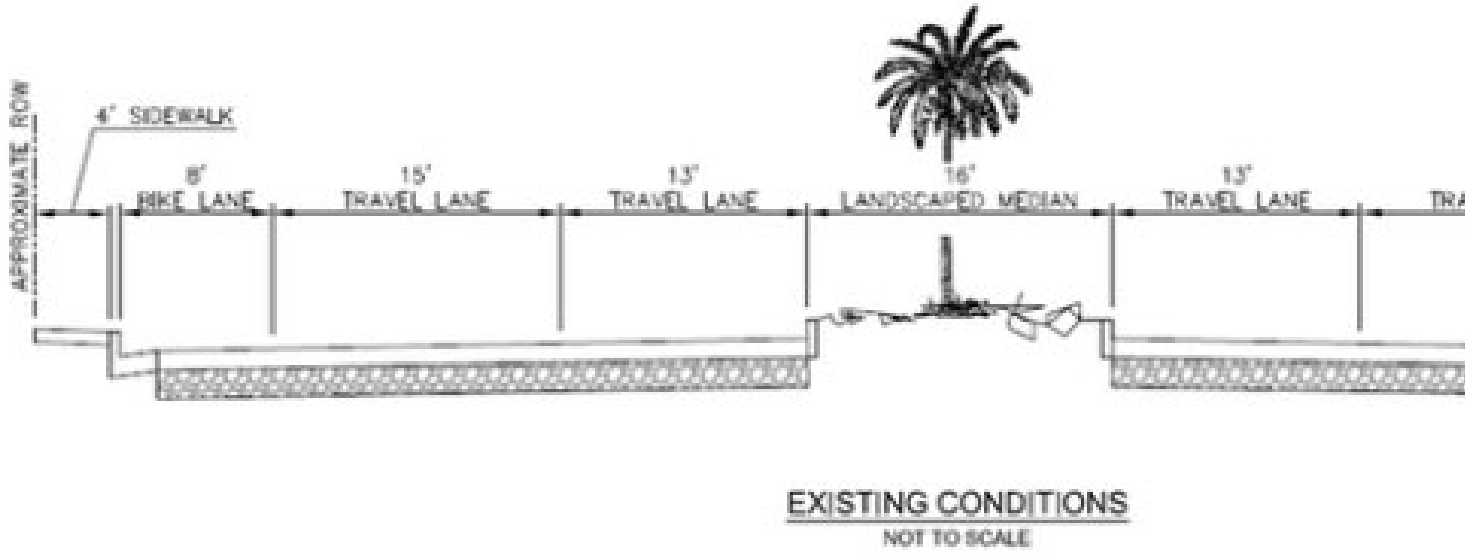
DON'T DO THIS!

Imp. Type	Item No.	Description	Unit	Unit Price	Total Quantity	Total Cost
General	1	Mobilization	LS	$20,000.00	1	$20,000
	2	Traffic Control	LS	$30,000.00	1	$30,000
	3	Water Pollution Control	LS	$10,000.00	1	$10,000
		General Improvements Subtotal ($) =				*$60,000*
Street Improvements	4	Unclassified Excavation	SF	$4.00	25,000	$100,000
	5	PCC Sidewalk (4" thick)	SF	$8.00	5,650	$45,200
	6	PCC Curb & Gutter (6" CF)	LF	$40.00	200	$8,000
	7	PCC Curb Ramp	EA	$4,000.00	13	$52,000
	8	PCC Curb Ramp with adjacent PCC Cross Gutter Spandrel reconstruction	EA	$5,000.00	22	$110,000
	9	PCC Driveway	SF	$15.00	6,180	$92,700
	10	Re-grade AC Pavement (4" thick AC Digout)	SF	$5.00	4,000	$20,000
	11	Adjust Manhole to Finished Grade	EA	$600.00	3	$1,800
	12	Adjust Water Valve to Finished Grade	EA	$300.00	17	$5,100
	13	Remove Tree	EA	$2,000.00	2	$4,000
	14	Traffic Striping	LS	$8,000.00	1	$8,000
	15	Water Quality BMPs	LS	$100,000.00	1	$100,000
		Street Improvements Subtotal ($) =				*$546,800*
TOTAL S		Subtotal of Probable Construction Cost =				$606,800
		15% Contingency =				$91,020
		Total Probable Construction Cost =				**$697,820**

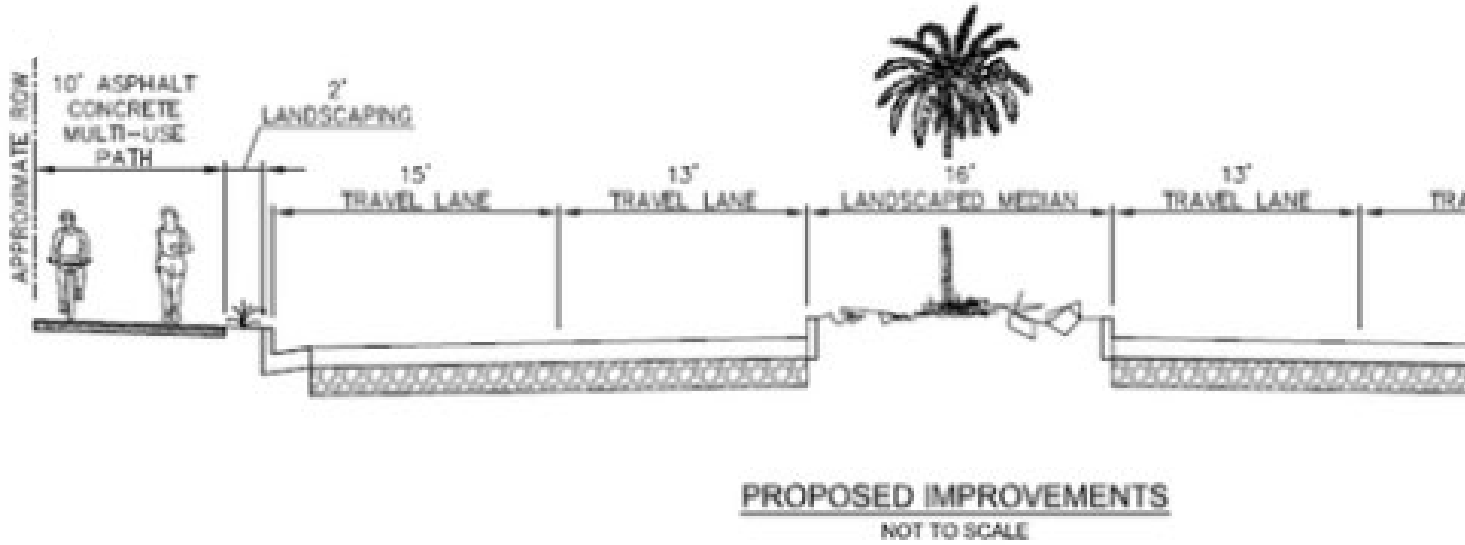
2. Project Layout Plans
Lessons Learned

- Clearly identify crosswalk locations and legs
  - New crosswalk, enhance existing crosswalk
- Clearly describe the layout and location of trees and lighting
- Clearly identify the type of bike facility (Ex. Class I, II, III, etc.) and the limits
  - Which side of the road are they located on? (One side, both sides)
- Clearly identify curb ramp and curb extension locations
  - Specify locations (which corners, mid-block)
  - New curb ramp, enhance existing curb ramp
- Clearly show the project limits
  - Label all main streets
  - Show entire project limits
  - If you have multiple locations, show plans for each location

3. Cross Secti



EXISTING CONDITIONS
NOT TO SCALE



PROPOSED IMPROVEMENTS
NOT TO SCALE

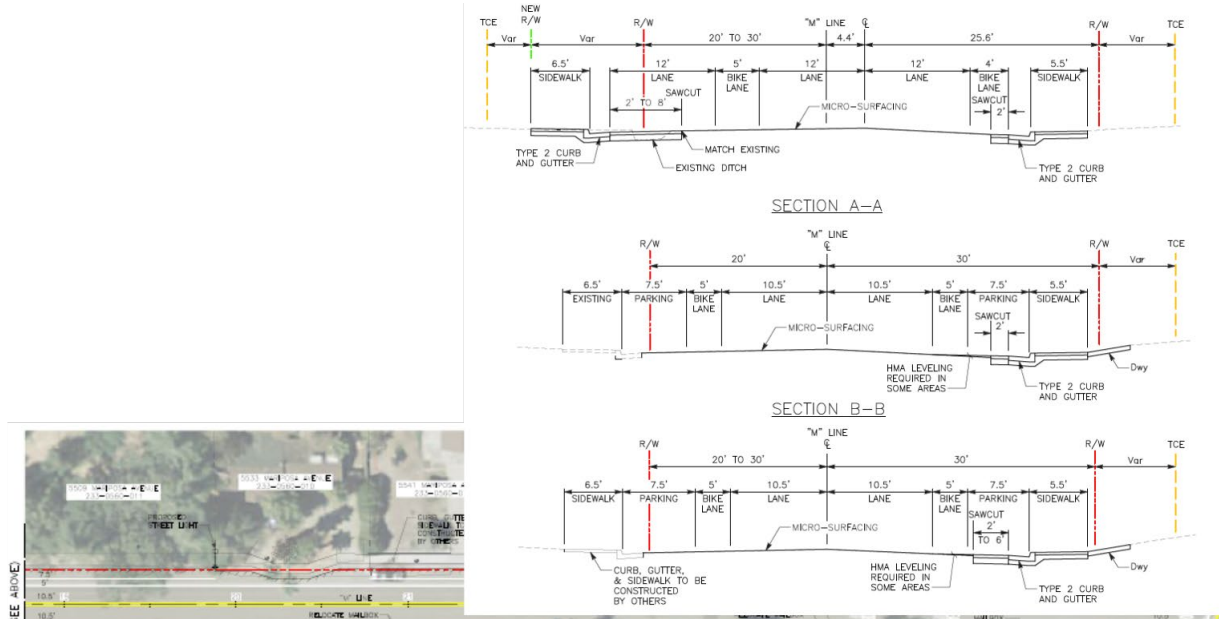
3. Cross Sections
General Overview

- Must show existing and proposed conditions.
- Must include a cross-section for each segment where the width of improvements or Right-of-way vary significantly from the typical
- Must show and dimension: changes in lane widths, R/W lines, side slopes, etc.
- Must show both the width and the depth/thickness for new paving

3. Cross Sections

This project shows cut lines on the maps with the corresponding section views for each location

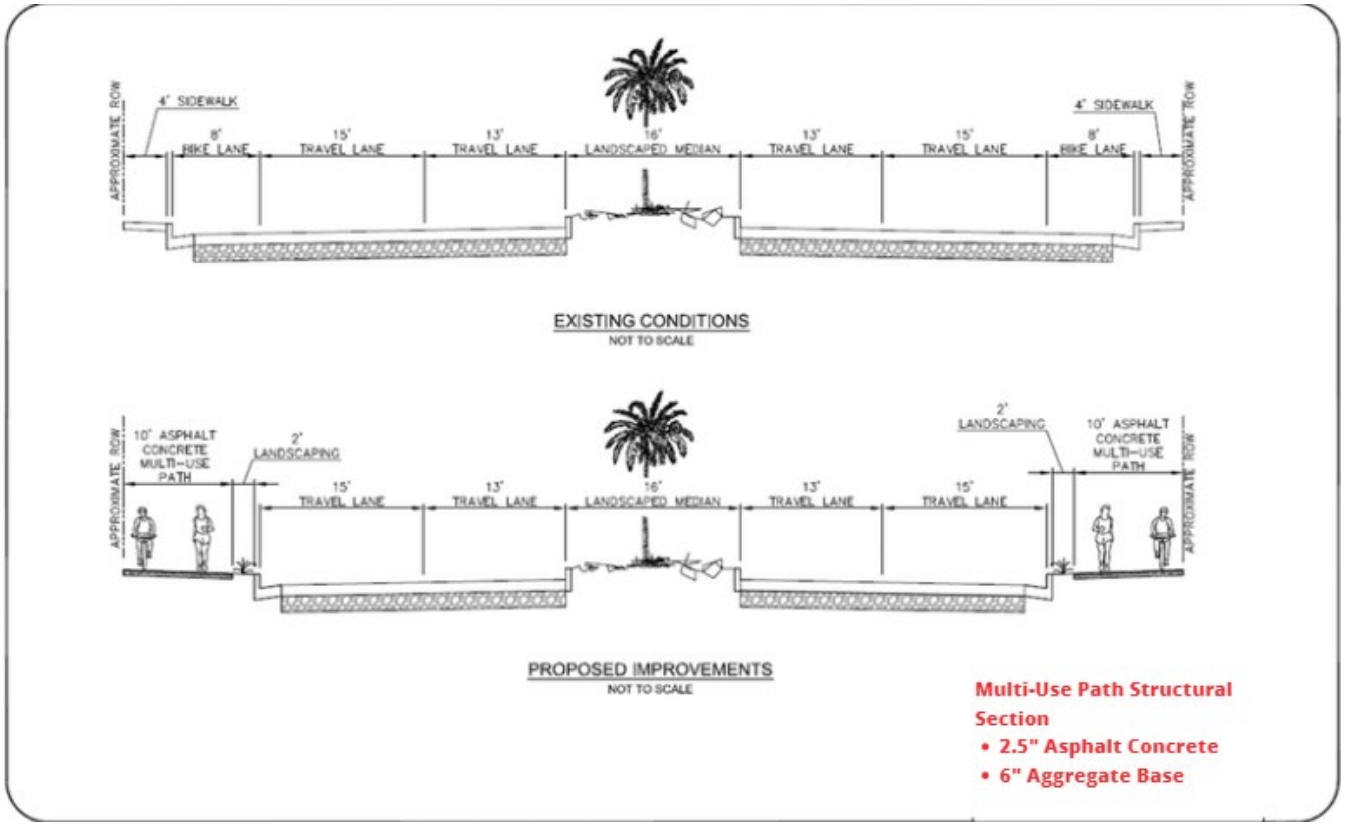
DO THIS!



3. Cross Sections

- If existing widths of lanes or sidewalks are being changed, then the following two components may be needed to clearly show what work is being proposed:
- A before/existing and an after/proposed cross section

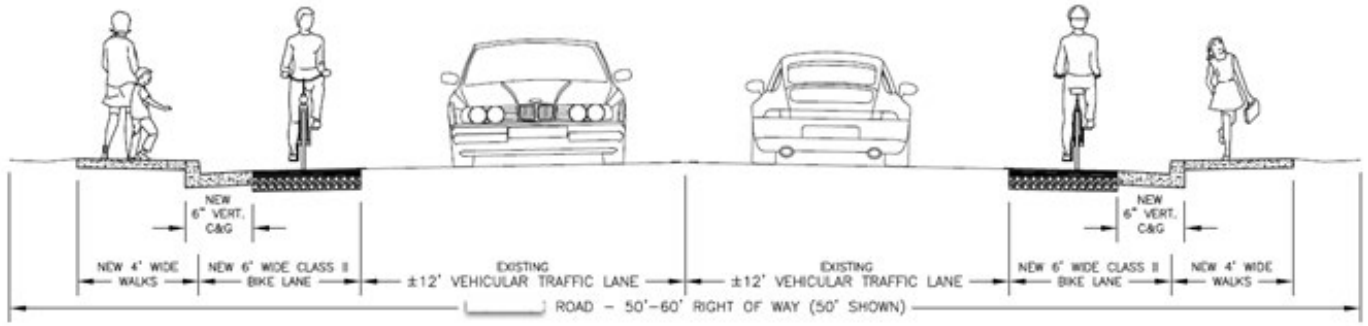
DO THIS!



3. Cross Sections

- This cross-section drawing doesn't consider the existing terrain
- The existing terrain in the Google Street view reveals that a retaining wall will be needed to widen the road and add a sidewalk
- Curb and guttter indicates that a storm drain system will be needed in this rural setting. The estimate will need to show a drainage system.

DON'T DO THIS!



3. Cross Sections

- The cross section needs to be labeled as existing or proposed
- Based on the Street view in Google maps, the proposed project doesn't look like it will fit within the existing footprint of the road. The existing roadway width is unknown.
- The existing R/W is unknown. Potential R/W acquisitions or roadway widening are not shown and are not verifiable. If the project requires R/W acquisition, then it needs to be properly reflected in the schedule and estimate.
- The existing AND proposed conditions need to be shown in the cross section.

DON'T DO THIS!

3. Cross Sections
Lessons Learned

- Show the existing conditions and how they will be changed by the project. (widths of lanes, buffers, sidewalks, on-street parking, number of lanes, etc)
- Existing and proposed conditions can be displayed on the same or separate cross sections (depending on complexity)
- Show proposed structural section
- Show R/W lines, existing and proposed
- Show how the proposed conditions will tie into the existing terrain

4. Project Estimate

4. Project Estimate
General Overview

- **Attachment F must be used for ALL infrastructure applications**
- Project elements
  - Should be displayed as separate construction items
    - Based on quantities, utilizing appropriate unit costs
    - Verify allowable Lump Sum Items
- Clearly identify and account for:
  - All non-participating costs
  - CCC/Corps project elements
- Contingency Costs percentages
- Identify all ATP project development costs (all phases)
- List R/W acquisition needs (in dollars)
- Include Construction Engineering (CE) costs

4. Project Estimate

Show construction items that are partially or fully ATP ineligible

DO THIS!

Engineer's Estimate and Cost Breakdown:

Engineer's Estimate (for Construction Items Only)						Cost Breakdown					
						ATP Eligible Costs/Items		ATP Ineligible Costs/Items		Corps/CCC to construct	
Item No.	Item	Quantity	Units	Unit Cost	Total Item Cost	%	$	%	$	%	$
General Overhead-Related Construction Items											
1	Mobilization	1	LS	$127,000.00	$127,000	41%	$52,536	59%	$74,464		
2	Construction Area Signs	1	LS	$5,000.00	$5,000	41%	$2,068	59%	$2,932		
3	Traffic Control	1	LS	$25,000.00	$25,000	41%	$10,342	59%	$14,658		
4	Construction Staking	1	LS	$20,000.00	$20,000	41%	$8,273	59%	$11,727		
5	SWPPP/Erosion Control	1	LS	$38,000.00	$38,000	41%	$15,720	59%	$22,280		
General Construction Items (non-decorative only)											
6	AC Digouts	600	CY	$600.00	$360,000			100%	$360,000		
7	HMA Paving - Overlay	2000	TON	$130.00	$260,000			100%	$260,000		
8	4" Thermoplastic Striping	10000	LF	$4.00	$40,000			100%	$40,000		
9	Thermoplastic Roadway Pavement	8	EA	$250.00	$2,000			100%	$2,000		
10	Thermoplastic Bike Lane Pavement	20	EA	$250.00	$5,000	100%	$5,000				
11	Thermoplastic Crosswalk Pavement	2	EA	$2,000.00	$4,000	100%	$4,000				
12	Remove 4" Striping	1200	LF	$2.50	$3,000	100%	$3,000				
13	6" Thermoplastic Striping - Bike Lane	9000	LF	$6.00	$54,000	100%	$54,000				
14	Roadside Signs	45	EA	$650.00	$29,250	100%	$29,250				
15	Clearing and Grubbing	25000	SF	$1.00	$25,000	100%	$25,000			100%	$25,000

4. Project Estimate

- Lump sum (LS) can be used for Overhead costs.
- Note the tab in the Engineer's Estimate document that lists the ONLY items that can use LS

DO THIS!

Engineer's Estimate and Cost Breakdown:

Engineer's Estimate (for Construction Items Only)						Cost Breakdown					
						ATP Eligible Costs/Items		ATP Ineligible Costs/Items		Corps/CCC to construct	
Item No.	Item	Quantity	Units	Unit Cost	Total Item Cost	%	$	%	$	%	$
General Overhead-Related Construction Items											
1	Mobilization	1	LS	$127,000.00	$127,000	41%	$52,536	59%	$74,464		
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9	Thermoplastic Roadway Pavement	8	EA	$250.00	$2,000			100%	$2,000		
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15	Clearing and Grubbing	25000	SF	$1.00	$25,000	100%	$25,000			100%	$25,000

4. Project Estimate

DON'T DO THIS!

Item No.	Item	Quantity	Units	Unit Cost	Total Item Cost	%	$	%	$	%	$
General Overhead-Related Construction Items											
1	MOBILIZATION	1	LS	$300,000.00	$300,000	100%	$300,000	0%	$0		$0
2	CONSTRUCTION SURVEY AND MONUMENTATION	1	LS	$55,000.00	$55,000	100%	$55,000	0%	$0		$0
3	STORMWATER POLLUTION	1	LS	$22,000.00	$22,000	100%	$22,000	0%	$0		$0
4	TRAFFIC CONTROL	1	LS	$55,000.00	$55,000	100%	$55,000	0%	$0		$0
5					$0	100%	$0	0%	$0		$0
General Construction Items (non-decorative only)											
6	Traffic striping, signs, flashing beacons & pavement markings	1	LS	$191,000.00	$191,000	100%	$191,000	0%	$0		$0
7	Accessible Pedestrian Signals (APS)	1	LS	$4,999.00	$4,999	100%	$4,999	0%	$0		$0
8	Curb Extensions	1	LS	$1,045,000.00	$1,045,000	100%	$1,045,000	0%	$0		$0
9	Curb Ramp	1	LS	$320,000.00	$320,000	100%	$320,000	0%	$0		$0
10	Pedestrian Activated Flashing Beacon	1	LS	$150,000.00	$150,000	100%	$150,000	0%	$0		$0
11	Pedestrian Scale Street Lighting	1	LS	$921,970.00	$921,970	100%	$921,970	0%	$0		$0
12	Speed Humps	1	LS	$60,000.00	$60,000	100%	$60,000	0%	$0		$0
13	Tree trimming / root pruning / Sidewalk	1	LS	$95,484.55	$95,485	100%	$95,485	0%	$0	2%	$2,000
14	Signal modification	1	LS	$1,000,000.00	$1,000,000	100%	$1,000,000	0%	$0		$0
15	Speed Feedback Sign	1	LS	$175,000.00	$175,000	100%	$175,000	0%	$0		$0
			Subtotal of Construction Items:		$4,395,454		$4,395,454		$0		$2,000

4. Project Estimate
Lessons Learned

- Show the costs for each phase regardless of the funding sources
- Do not use Lump Sum for all estimated costs
- The ATP does not allow for cost increases. Account for inflation in the estimate
- Account for NEPA in PA&ED costs if the project construction cost is over $1M

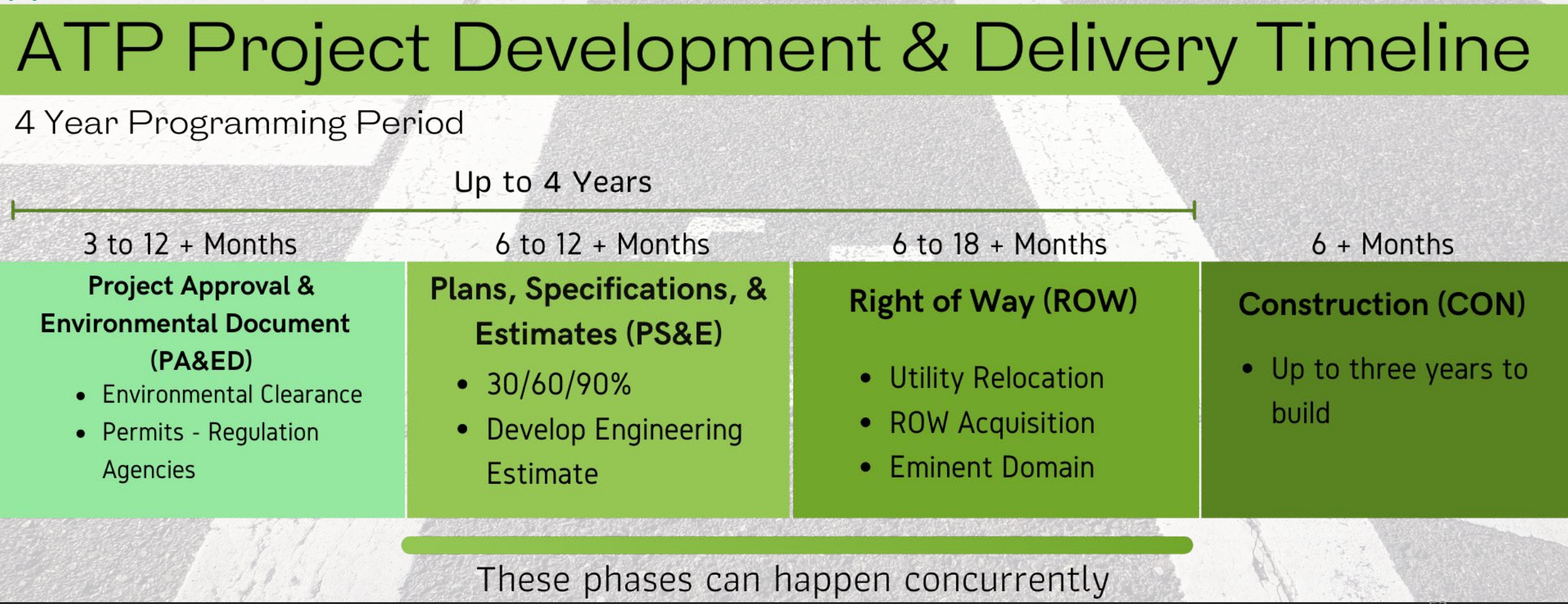
5. Crash/Safety Data, Collision Maps and Countermeasures

5. Crash/Safety Data, Collision Maps and Countermeasures
General Overview

- Confirm that the crash data shown is:
  - Depicted accurately
  - Shown to scale
  - Occurred within area of proposed improvements

6. Projec
Funding
Request

6. Project Schedule, Funding, and Programming Request



6. Project Schedule, Funding, and Programming Request Considerations

- Aligning with the construction season
- Coordinating with other funding schedule
- Preparing for Allocations
  - CTC meetings occur 7 times per year
  - Agencies need to submit their allocation requests 60 days prior to the upcoming CTC meeting
  - https://dot.ca.gov/-/media/dot-media/programs/financial-programming/documents/external-2022-prep-aug2021-a11y.pdf

- Provide adequate time for NEPA
  - (assume federal funding if your project is over $1M)
- Provide adequate time for technical studies
  - Cultural
  - Biological
  - Historical
- Provide adequate time for regulatory clearances
  - Army Corps of Engineers
  - Department of Fish and Wildlife
  - Water Resources Control Board
  - California Coastal Commission
  - Etc.

6. Project Schedule, Funding, and Programming Request

Lessons Learned – PS&E

- Consider
  - Project complexity
  - Other project sponsors in the vicinity
  - Drainage systems, Utilities, R/W, Environmental mitigation
  - Coordinating with Caltrans if your project encroaches on State R/W to ensure that it meets Caltrans standards
  - Securing necessary environmental permits (such as 408)
  - Etc.

6. Project Schedule, Funding, and Programming Request

Lessons Learned – R/W

- Railroad involvement and coordination (minimum of 18 months)
- Utility relocations
- R/W acquisition
- Temporary Construction Easements
- Encroachment Permits (projects encroaching on State R/W)

7. Warrant Studies/ Guidance

7. Warrant Studies/Guidance
If Applicable

- Provide an engineering study for new Traffic Control Signals with the name and license number of the responsible engineer

8. Additional Narration and Documentation

8. Additional Narration and Documentation

- Ensure that the application text in the “Narrative Questions” is consistent with and supports:
  - Engineering logic
  - Calculations used in the development of the plans/maps and estimate
- Attach the appropriate documentation showing engineering decisions and calculations when including non-standard elements.

Questions?

Questions About Engineer's Checklist – 10 Minutes

Non-Infrastructure

Overview of ATP Non-Infrastructure Application Requirements & PSR Equivalency

Non-Infrastructure (NI): Education and encouragement activities that further the goals of the ATP

- Projects can be NI Only or Infrastructure/NI combined
- Includes projects benefiting school students, older adults, or entire communities
- Can be start-up Programs or new components of existing programs
- Must demonstrate how the program is sustainable

Non-Infrastructure (NI) Examples

- Bike/Walk curriculum in schools
- Bike/Walk skills classes (Bike Rodeo/Mock City)
- Walk/Bike to school/work days
- Bike/Walk safety education at community events
- Student/Parent safety patrols
- Crossing guard program
- Temporary demonstration projects
- Safe walking/biking media campaigns

NI is NOT public engagement for an infrastructure project

- See Appendix B (ATP Guidelines – *To be updated*)
- See ATRC Non-Infrastructure Common Activities Fact Sheets

	Equity	Education	Encouragement	Enforcement	Engineering	Evaluation
Classroom/PE Lessons	■	■				
School-wide Assemblies/Community Presentations	■	■				
Mock Cities	■	■				
Bicycle Rodeos	■	■				
Walking Field Trips	■	■				
Group Skills Rides	■	■				
Walk or Bike Audits	■	■			■	
Safety Patrol	■	■	■	■		
Peer-Led/Service Learning Initiatives	■	■	■			
Walk to School Day(s)	■		■			
Bike to School Day(s)	■		■			
Walk/Bike Challenges and Competitions	■		■			
Golden Helmet or Sneaker Awards	■		■			
Walking School Buses	■		■			
Bike Trains	■		■			
Walk/Bike Clubs	■		■			
Walking/Biking Route Maps	■		■		■	
Web or Barcode Technology	■		■			■
Incentives for Participation	■		■			
Crossing Guard Program	■			■		
Law Enforcement Observation	■			■		
Good Behavior Rewards	■			■		
Neighborhood Speed Watch	■			■		
Parent Patrols	■			■		
Track participation	■					■
Surveys	■					■
Data Gathering and Analysis	■					■
Classroom Travel Tally	■					■
Count bikes, trips, helmet use	■					■
Quizzes/Tests	■					■
Review Policies	■					■
Open Streets Events	■	■	■	■	■	■
Temporary Demonstration Projects	■	■	■	■	■	■
Media Campaigns	■	■	■	■		■

- The 25-R is the NI project's scope
  - Outlines tasks/deliverables, schedule, and costs
  - Verify deliverability and compliance with ATP and NI Guidelines
- Make sure what you describe in the narrative of the application is included in the 25-R
- Establish partnering commitments with other agencies prior to submitting the application
  - Consultants must be competitively bid
- Reference the NI Guidance for eligible expenditures

Tips to Completing the 25-R

- **Scope**
  - Break up the project into overarching Tasks
  - Break up each Task into individual Activities
  - Tasks and Activities must be consistent with the application narrative
  - Be detailed and specific
    - Quantify number of activities
    - Include tangible deliverables
  - Include any additional comments/details in the Task Notes Section

Tips to Completing the 25-R

- **Cost**
  - Ensure total costs on 25-R matches PPR and application
  - Ensure compliance with NI Guidance for eligibility & cost of items
  - Include Agency/Partner Agency staff costs and TBD consultant staff budget *(on Task pages)*
  - Include anticipated costs for Travel, Equipment, Supplies/Materials, Incentives, Other Direct Costs *(on "Other Costs" pages)*
  - Indicate if any costs are coming from a source other than ATP

Tips to Completing the 25-R

- **Schedule**
  - Ensure schedule on 25-R matches PPR and application (Part A5)
  - SRTS projects need to coordinate with school schedules
  - Combo projects - NI should coordinate schedule with infrastructure component

Questions?

Questions About Non-Infrastructure – 10 Minutes

Plans

Overview of ATP Plan Application Requirements & PSR Equivalency

Plans
General Overview

Plan: The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan that encompasses or is predominately located in a disadvantaged community

- A Plan is a stand-alone project type

Attachment H: Plan Scope of Work (Exhibit 25-Plan)

- The 25-PLAN is the Plan's scope
  - Outlines tasks, schedule, and costs
  - Verify compliance with the ATP Guidelines Plan Components
- Make sure what you describe in the narrative of the application is included in the 25-Plan
- Include the Plan Components Sheet
  - Checkmark if included or explain why not
- Include key planning tasks such as:
  - Existing analysis
  - Robust community engagement
  - Project prioritization/ implementation plan
  - Note: Plans cannot go beyond 30% conceptual design

Tips to Completing the 25-Plan

Note: Do Not Copy the Sample Scope of Work - Your Project is Unique

- **Scope**
  - Break up the project into overarching Tasks *(Task Title Blue Bar)*
  - Break up each Task into individual sub-tasks *(each line – 1, 2, 3)*
    - Tasks and Activities must be consistent with the application narrative
  - Be detailed and specific in the Task Description
  - Select the component(s) the task addresses from the drop-down menu

Tips to Completing the 25-Plan

Note: Do Not Copy the Sample Scope of Work - Your Project is Unique

- **Cost**
  - Ensure total costs on 25-Plan matches PPR and application
  - Include anticipated cost for each task
  - Indicate if any costs are coming from a source other than ATP
- **Schedule**
  - Ensure schedule on 25-Plan matches PPR and application
  - Include project start date and end date for each task

Questions?

Questions About Plans –
10 Minutes

Wrap Up Summary and Take-Aways

Top Takeaways - Infrastructure

1. Perform a site visit! Walk the project site (with the appropriate staff, such as engineers, R/W specialist, environmentalist, key stakeholders)
2. All three elements of application must be consistent (narrative, cost/schedule, map/plans)
3. The scope in the application at the time of programming is the approved scope
4. Community engagement, ensure the project meets the community's needs
5. Ensure that the plans show where and what project elements are proposed
6. When in doubt, reach out!

Top Takeaways – Infrastructure Project Delivery

Project Delivery Considerations

1. Utility service lines
2. Drainage infrastructure modifications
3. Driveway conforms
4. Account for emergency vehicle or truck traffic (i.e. for turning radius and inflexible barriers, etc)
5. Conflict points at intersections
6. Level of traffic stress

Please note: Refer to design standards guidance when designing projects

Top Takeaways - Non-Infrastructure

1. Complete your 25-R with your specific and unique project. This is your scope.
2. Application narrative and 25-R must be consistent!
3. Make sure your project aligns with the goals of the ATP
4. Check eligibility of items by looking at the NI Guidance
5. Be specific! Quantify as much as possible in the 25-R
6. Establish public-entity partnerships before application submittal
7. When in doubt, reach out!

Top Takeaways - Plans

1. Complete your 25-Plan with your specific and unique project. This is your scope.
2. Application narrative and 25-Plan scope must be consistent!
3. Make sure your project aligns with the goals of the ATP
4. Complete the Plan Components Sheet
5. Ensure your project includes community engagement activities
6. When in doubt, reach out!

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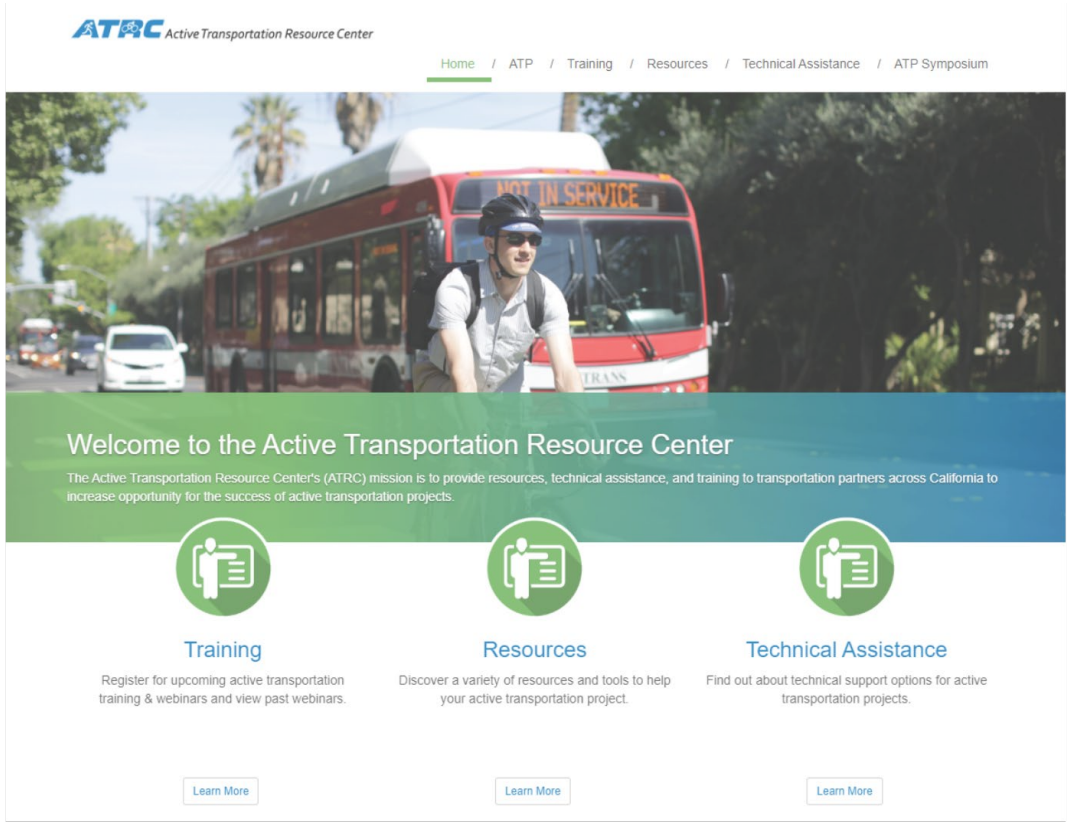
ATRC Active Transportation Resource Center

General Overview

- **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."
- Join our Mailing List
- Application Topic Flash Trainings



ATRC Active Transportation Resource Center

Technical Assistance

DAC TA – Recipient Application due December 16

DISADVANTAGED COMMUNITIES TECHNICAL ASSISTANCE PROGRAM

TAILORED ASSISTANCE

- Joint and individualized workshops
- Multiple levels of TA

SITE VISIT

- Virtual or in person site visits (hybrid options available)

ATP APPLICATION ASSISTANCE

- Project scope development support
- Narrative response review
- Technical support including maps, data, and other relevant project documentation
- Budgeting and cost estimates

BUILD CAPACITY

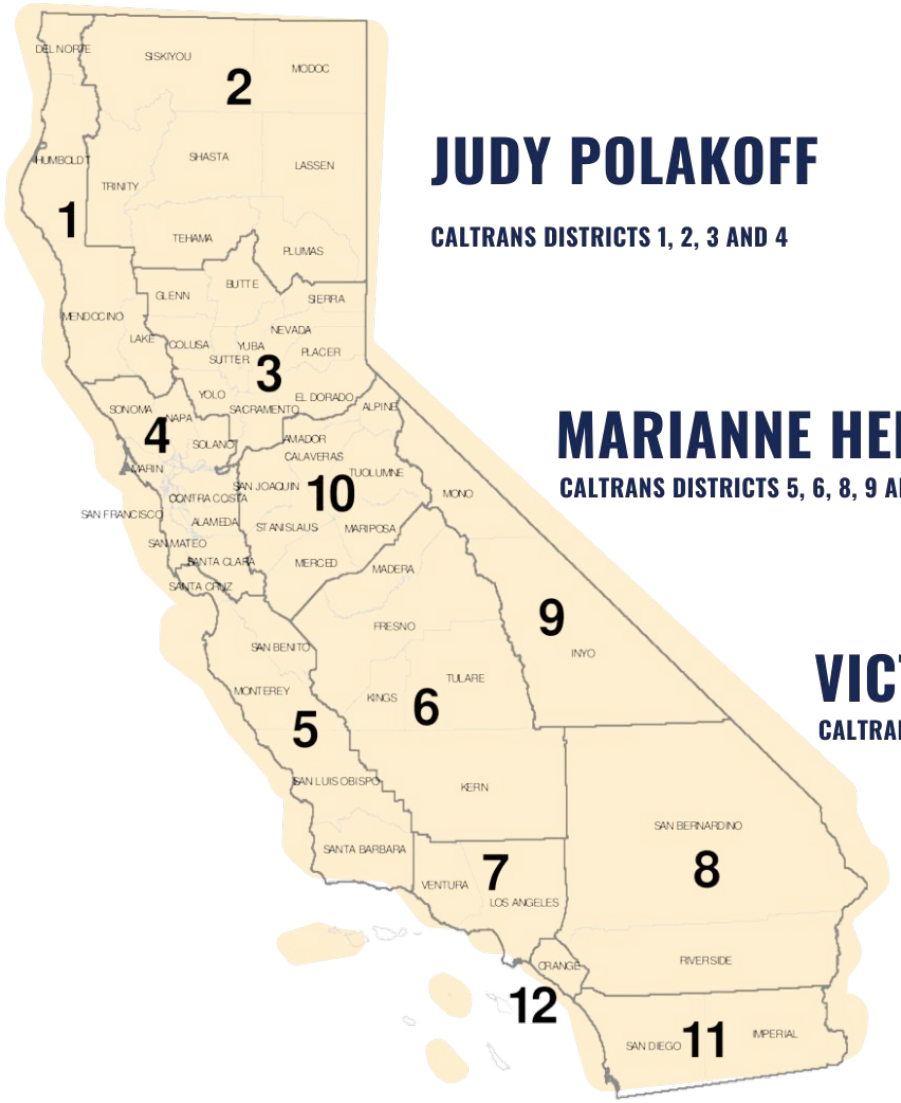
- Develop staff expertise to last beyond the TA timeframe
- Network and build lasting partnerships with others

ATRC Active Transportation Resource Center

Technical Assistance

- CDPH Team now provides on-call technical assistance by district!
- Reach out to atsp@cdph.ca.gov to get connected

NI On-Call Technical Assistance



JUDY POLAKOFF
CALTRANS DISTRICTS 1, 2, 3 AND 4

MARIANNE HERNANDEZ
CALTRANS DISTRICTS 5, 6, 8, 9 AND 10

VICTORIA CUSTODIO
CALTRANS DISTRICTS 7, 11 AND 12

Automated Counter Loan Program

- The ATRC provides a free counter equipment loan program to help communities to utilize to achieve count requirements
- Contact the ATRC if you want to borrow Counters
- Fill out the Interest Form!

ATRC COUNTER LOAN PROGRAM

ATRC Active Transportation Resource Center

A Guide to Choosing the Best Count Equipment for your Project

eco counter

Eco-Counter offers a complete range of counting products from sensors to data analysis. The ATRC Counter Loan Program offers the following count equipment.

PYRO Box (2 Available)

- Ideal for counting pedestrians (no differentiation between cyclists and pedestrians)
- Monitors based on body heat
- Waterproof IP66
- Range: up to 15'
- Works in all weather conditions
- Measures direction of travel

TUBES (2 Available)

- Ideal for counting cyclists
- Waterproof IP68
- Range: up to 29.5'
- Works in all weather conditions
- Two types available:
  - Selective: Shared Roads
  - Greenways: Trails and bicycle only facilities
- Measures direction of travel

Selective

Greenways

Mobile MULTI (5 Available)

- Ideal for counting pedestrians and/or cyclists
- Capable of counting pedestrians on sidewalks and cyclists on adjacent road
- Waterproof IP66
- Range: up to 30' for bicycles and 15' for pedestrians
- Works in all weather conditions
- Measures direction of travel

*All images from Eco-Counter website: www. eco-compteur.com

ATRC Active Transportation Resource Center

Project Design Resources

Found on the ATRC website:

Manuals/Guides:

- Caltrans Highway Design Manual and Design Information Bulletins
- NACTO Design Guides
- FHWA Bikeway Selection Guide

Infrastructure Training:

- Bicycle Transportation: Introduction to Planning and Design (online training)
- Safe Transportation for Every Pedestrian (STEP) Training Recordings

Non-Infrastructure Training:

- Non-Infrastructure Webinar Recordings
- Non-Infrastructure Workshop

Contacts

- **Local Assistance Contacts:**
  - https://dot.ca.gov/programs/local-assistance/other-important-issues/local-assistance-contacts
- **ATP Coordinators:**
  - https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/atp/atp-district-coordinators.pdf
- **HQ Contacts**
  - **Infrastructure**
    - **Desiree Fox** (Districts 1-5, 10)
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  - **Non-Infrastructure and Plans**
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      - Emily.Abrahams@dot.ca.gov
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      - Summer.anderson-lopez@dot.ca.gov

Questions?