ATP

NEXT STEPS WORKSHOP

August 20, 2025

Caltrans

PRESENTERS

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HOUSEKEEPING

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

AGENDA

WELCOME

1. **First Steps**
2. **Allocation Process**
3. **Invoicing**
4. **Timely Use of Funds**
5. **Enhanced Oversight**
6. **Baseline Agreements**
7. **Project Amendments**
8. **Reporting**
9. **Active Transportation Resource Center (ATRC)**

YOUR ATP APPLICATION
WAS SUCCESSFUL-NOW WHAT?

Goals and Purpose

- To train Cycle 7 ATP recipients in next steps and how to get started
- To refresh prior ATP recipients in next steps and final reporting

1 First Steps

First Steps

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

First Steps
IMPORTANT GUIDELINES

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

First Steps

- **CHECK ON MASTER AGREEMENT**
  - If you do not have a Local Agency Code (Locode, 4-digit agency number), a Master Agreement will be needed
  - If you **ARE** a federally recognized agency, a Master Agreement is in place and nothing further is needed.
  - FTIP programming – Check with your MPOs/RTPAs

- **KNOW IF YOUR PROJECT HAS STATE OR FEDERAL FUNDS**
  - State funds = Allocation & CEQA (Self-Certify)
  - Federal funds = Allocation, Authorization (E-76) & NEPA
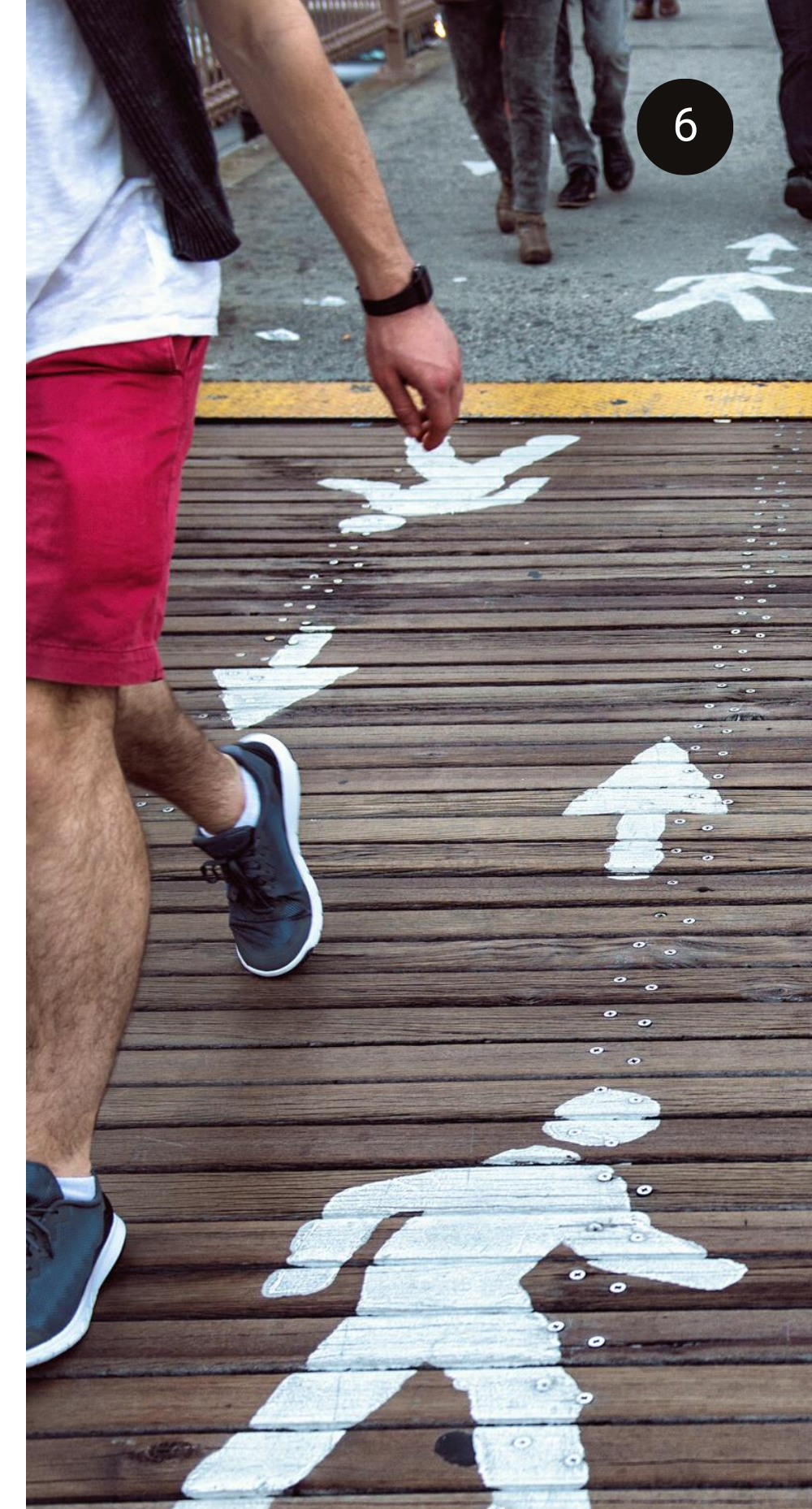
2 Allocation Process

Allocation Process

CTC MEETING DATES & PREPARATION SCHEDULE

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

Example of preparation schedule:

2025 California Transportation Commission (CTC) Meeting Schedule	Local Agency Submits Off System Funds Requests, Program Amendments, and Time Extensions to Caltrans Districts	District Submits Off System and On System Requests to HQ Divisions	HQ Divisions Submit Final Off System and On System Requests to Budgets	Final Agenda Language Due From HQ Divisions to Office of CTC Liaison	Initial Book Items Due from HQ Divisions to Office of CTC Liaison for Review	Final/Remediated Book Items Due from HQ Divisions to Office of CTC Liaison for CFO Signing
Date and Location:	10:00 AM District & CTC	10:00 AM HQ Divisions	5:00 PM Email to HQ Budgets	10:00AM Email to CTC Liaison Email: CTCLiaison@dot.ca.gov	10:00 AM Email to CTC Liaison Email: CTCLiaison@dot.ca.gov	10:00 AM Email to CTC Liaison Email: CTCLiaison@dot.ca.gov
Jan 30-31 - Sacramento Region	Mon, Dec 2, 24	Mon, Dec 9, 24	Fri, Dec 13, '24	Thu, Dec 19, '24	Mon, Dec 23, '24	Wed, Jan 8, '25
Mar 20-21 - Los Angeles Region	Tue, Jan 21, 25	Mon, Jan 27, 25	Mon, Feb 3, '25	Mon, Feb 10, '25	Thu, Feb 13, '25	Wed, Feb 26, '25
May 15-16 - SF Bay Area	Mon, Mar 17, 25	Mon, Mar 24, 25	Tue, Apr 1, '25	Mon, Apr 7, '25	Thu, Apr 10, '25	Wed, Apr 23, '25
June 26-27 - Sacramento Region	Mon, Apr 28, 25	Mon, May 5, 25	Mon, May 12, '25	Mon, May 19, '25	Thu, May 22, '25	Wed, Jun 4, '25
Aug 14-15 - San Diego Region	Mon, Jun 16, 25	Mon, Jun 23, 25	Mon, Jun 30, '25	Mon, Jul 7, '25	Thu, Jul 10, '25	Wed, Jul 23, '25
October 16-17 - Central Valley	Mon, Aug 18, 25	Mon, Aug 25, 25	Tue, Sep 2, '25	Mon, Sep 8, '25	Thu, Sep 11, '25	Wed, Sep 24, '25
December 4-5 - Riverside	Mon, Oct 6, 25	Mon, Oct 13, 25	Mon, Oct 20, '25	Mon, Oct 27, '25	Thu, Oct 30, '25	Wed, Nov 12, '25
			Moved - Christmas Moved - Cesar Chavez Moved - Labor Day	Moved - Christmas	Moved - Christmas	Moved - New Year

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

Allocation Process

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

Eligibility & Requirement Table From Next Steps Letter

Phase	Work Allowed	Requirement prior to requesting and receiving funding (allocation)
Project Approval & Environmental Document (PA&ED)	• NEPA and/or CEQA clearance • Preliminary engineering	• Master Agreement • MPO/RTPA approval if applicable

Plans, Specifications and Estimates (PS&E)	• Formal design work	• Master Agreement
		• MPO/RTPA approval if applicable
		• Environmental document certified
		  ○ CEQA for state-only funded projects
		  ○ CEQA and NEPA for federally funded projects
		• Baseline agreement executed if applicable

Right of Way (R/W)	• RW mapping
	• Fee acquisition
	• Utility relocation
	• RW certification
		• Master Agreement
		• MPO/RTPA approval if applicable
		• Environmental document certified
		  ○ CEQA for state-only funded projects
		  ○ CEQA and NEPA for federally funded projects
		• Baseline agreement executed if applicable

CON	• Advertisement
	• Award
	• Construction
	• Construction engineering
		• Master Agreement
		• MPO/RTPA approval if applicable
		• Environmental document certified
		  ○ CEQA for state-only funded projects
		  ○ CEQA and NEPA for federally funded projects
		• Baseline agreement executed if applicable
		• RW certified
		• Scope changes approved
		• Complete PS&E package
		• Pertinent permits and agreements executed

CON-NI	• Non-infrastructure (NI) or Plans	• Master Agreement • MPO/RTPA approval if applicable • An approved workplan - 25-R or 25-Plan • CEQA/NEPA clearance for NI and plans

2 **Allocation Process**

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

Allocation Process

NON-INFRASTRUCTURE/PLAN SCOPE OF WORK
25-R (NI and Combo)/25-P (Plan) REVIEW

- **The 25-R or 25-Plan needs HQ approval prior to allocation**
  - Need approval date for allocation request form
  - Send 25-R (NI and/or Combo Projects) or 25-P (Plan Projects), matching application outputs, to **ATP-NI@dot.ca.gov** for review and approval
  - Copy your DLAE/ATP Coordinator.

- **This approval ensures the scope is the same as the original submitted scope, and that it meets the NI Guidance.**

- **If there are comments, the agency must work with Caltrans to get them corrected.**
  - Agencies are encouraged to do this a few weeks before your allocation request form is due.

Allocation Process

- Visit Allocations | Caltrans website for more information

③ Invoicing

EXHIBIT 5-A:
REQUIREMENTS PRIOR TO FIRST INVOICE

- Executed PSA
- Award package if first invoice for construction (including DBE for federal projects)
- Common Delays include missing one or multiple of the following:
  - A&E Consultant Contract Form in the A&E Online Database
  - Copy of executed contract, 10-O1/10-O2 and task order as appropriate
- [LAPM Chapter 5](#) is the best resource for invoicing.
- [LAPM Chapter 10](#)

Invoicing

3

- ATP progress invoicing follows the same requirements as any State or Federal Program.
- Final Reports of Expenditures (FROE) are submitted to the District and follow the same requirements as any State or Federal Program. The only difference is the required :
  - Completion Reports = Submitted via CalSMART at time of completion of project/end of construction
  - Final Delivery Reports = Submitted via CalSMART
  - Supplemental documents submitted to atpfinalreporting@dot.ca.gov

4 Timely Use of Funds (TUF)

WHAT ARE TUF DEADLINES?

ALLOCATIONS

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

EXPENDITURE

- Project development-phases (PA&ED, PS&E & RW) expenditures must occur by end of 2nd State FY following allocation date.

CONTRACT AWARD

- CON/CON-NI contracts must be awarded and executed within 6 months of CON/CON-NI allocation.

COMPLETION

- CON/CON-NI contracts must be completed (accepted) within 36 months of the CON/CON-NI contract award.
- More time can be requested at the time of CON allocation using LAPG Exhibit 25-A (Allocation/Time Extension Request Form).

Timely Use of Funds

TIME EXTENSIONS

- Deliver project as scheduled

- If a project phase cannot be completed prior to the TUF deadline (shown on the previous slide), then a time extension can be requested using LAPG Exhibit 25-A, Allocation/Time Extension Form

- Time extensions may only be approved for unforeseen and extraordinary circumstances beyond the control of the responsible Agency.

- Detailed Justification is needed

Timely Use of Funds Guidelines Table
Preparation Schedule for CTC Meetings (Agenda Item(s) Due Dates)

Timely Use of Funds

Maximum Possible Time Extension:

TUF COMPONENT	APPLICABLE PHASES	MAXIMUM POSSIBLE TIME EXTENSION (per phase)
Allocation	PA&ED PS&E RW CON CON-NI	+20 months
Expenditure	PA&ED PS&E RW	+12 months
Award	CON	+12 months
Completion	CON CON-NI	+12 months

Timely Use of Funds

OVERVIEW OF TIME EXTENSION PROCESS

Local Agency (Implementing Agency)

↓

Regional Agency (RTPA/MPO)

↓

Caltrans District (DLAE)

↓

Caltrans HQ (timely.use.of.funds@dot.ca.gov)

↓

California Transportation Commission (Staff Recommendations)

↓

California Transportation Commission (Commission Meeting Approval)
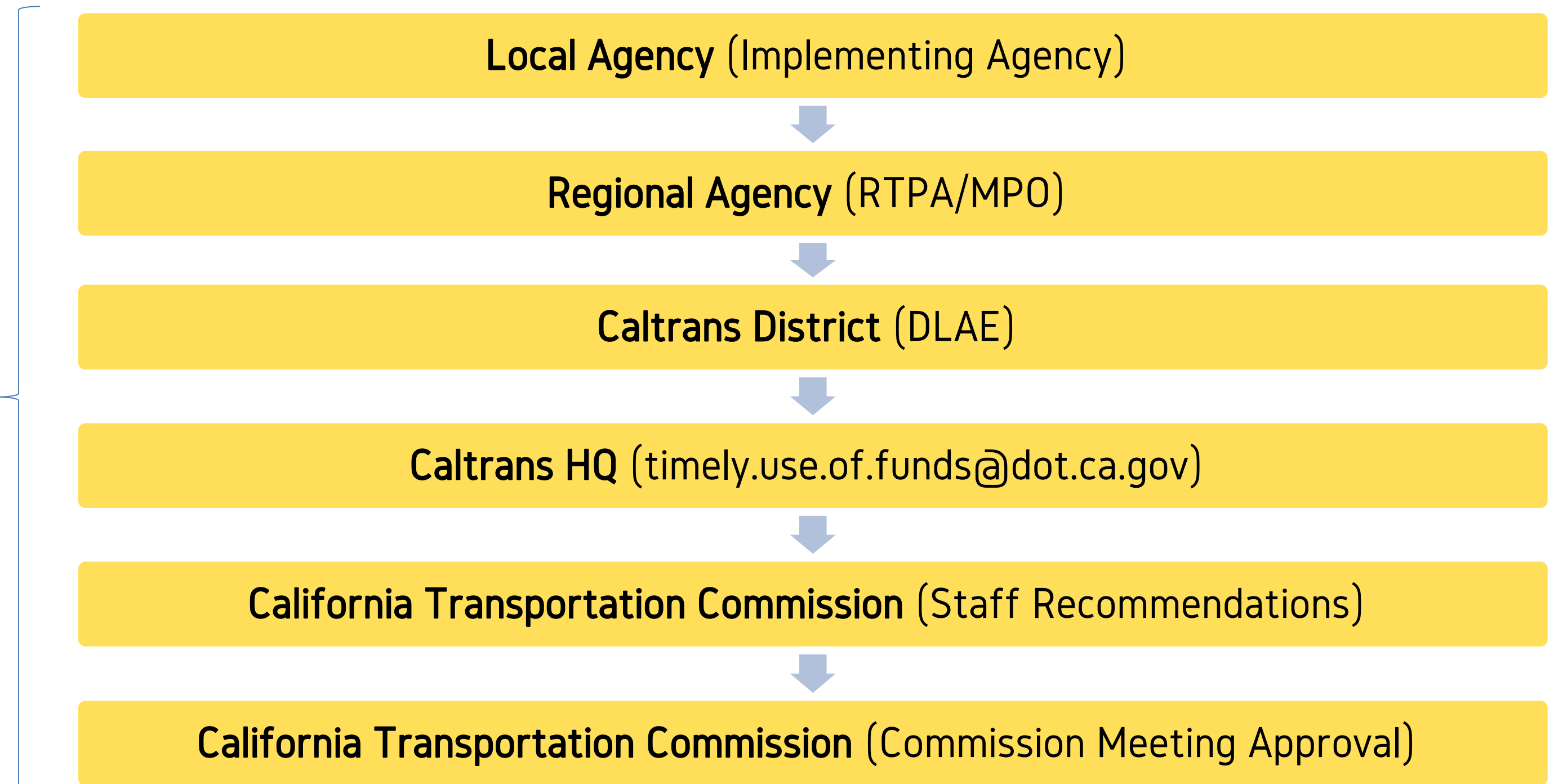
For more information, please visit: LAPG: Chapter 25: State Programs for Local Agency Projects

Timely Use of Funds

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Timely Use of Funds

EXHIBIT 25-A:
TIME EXTENSION REQUEST

- **Requires Detailed Reason for Project Delay**
  - Must include a clear description of the circumstances delaying the project that leaves no question to the CTC that the circumstances are "unforeseen and extraordinary"
  - Must provide information about the next steps that need to be taken to meet the extended deadline

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
ALLOCATION/TIME EXTENSION FORM
LAPG 25-A (REV 07/2022)
Page 1 of 2

BASIC INFORMATION

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

CTC Meeting Date for Request of Action _____ View CTC Meeting Schedule

Today's Date _____

Federal Project Number _____

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

PPNO _____

Advantage Project ID _____

County _____

Caltrans District _____

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

Project Location (be brief - max 180 characters)

Project Description (be brief)

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

1. FUNDING PROGRAM
This request is for (must check one)
- STIP - State Transportation Improvement Program
- ATP - Active Transportation Program
- LPP - Local Partnership Program
- SCCP - Solutions for Congested Corridors Program
- TCEP - Trade Corridor Enhancement Program
- TCIF - Trade Corridors Improvement Fund

Choose Action Requested (must check one)
- Allocation Request
- Time Extension Request

ADA Notice This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

Timely Use of Funds

WHO APPROVES THE EXTENSION?

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

Extension requests are NOT automatic nor guaranteed!

For assistance, contact District DLAE. Supplemental HQ assistance can be inquired at timely.use.of.funds@dot.ca.gov.

5 **Enhanced Oversight**

Enhanced Oversight

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

The goals of Enhanced Oversight are to:

- Reduce scope changes

- Minimize project delays and reduce the number of time extensions

- Reduce the number of lapsed phases and projects

- Reduce audit findings

- Support timely delivery of projects and project phases
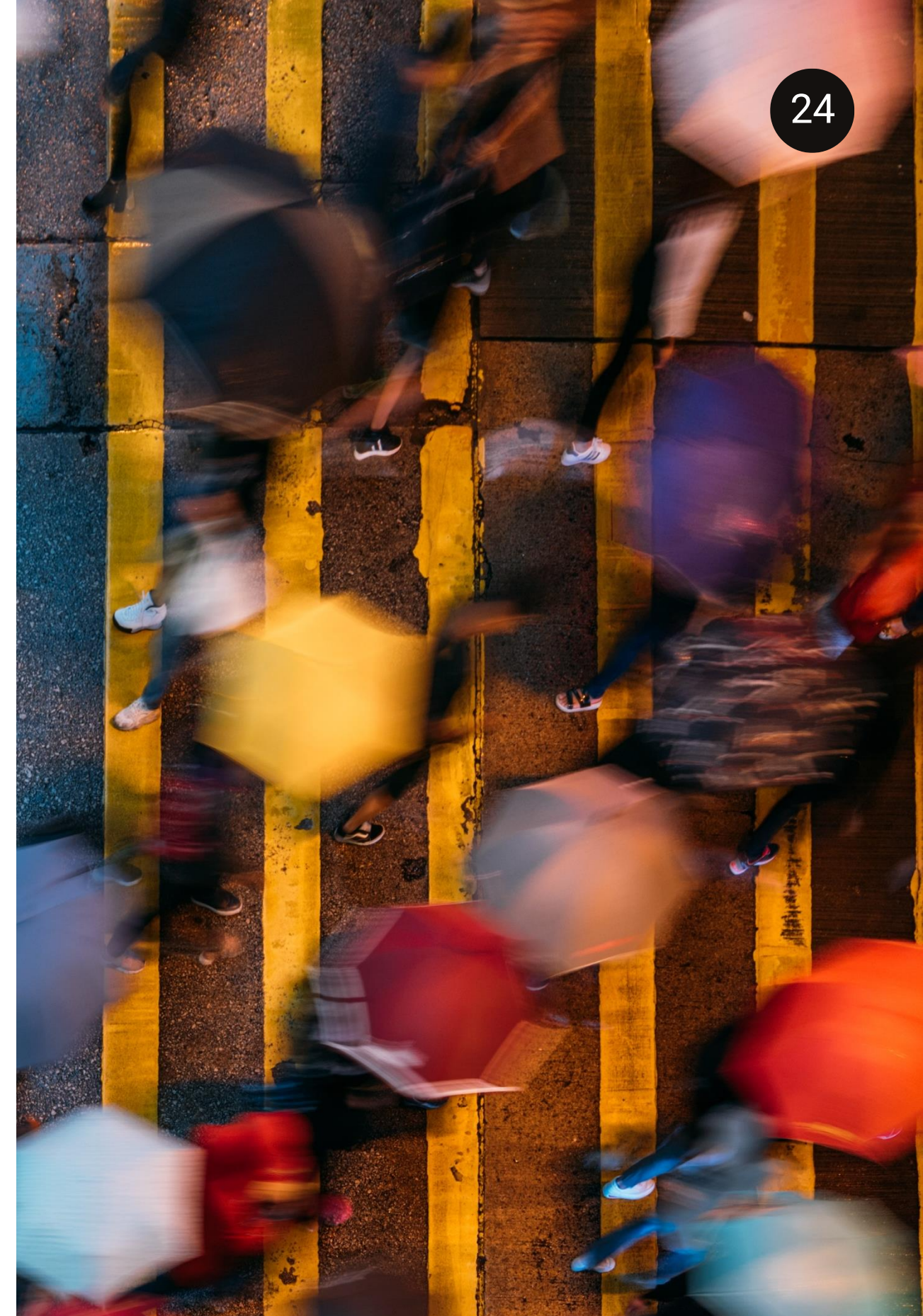
Enhanced Oversight

Projects are selected based on the following criteria:

- Funding thresholds
- Project complexity
- Environmental & RW challenges
- Audit history
- Compliance history
- Other considerations

What to expect?

- District staff to engage more during the project delivery
- Districts staff to request quarterly status of projects
- Verify scope of project at CON allocation

6 Baseline Agreements

Baseline Agreements

Baseline Agreement Thresholds and Requirements

- Projects with a total project cost of $25 million or greater or a total programmed amount of $10 million or greater
- The process to complete and execute the agreement begins after the environmental document is complete
- If the environmental document is complete at the time of project adoption, BAs are due to Caltrans within 4 months
- If the environmental document is not complete at the time of project adoption, the BA is due to Caltrans 6 months after the environmental document is completed
- [SB 1 Accountability and Transparency Guidelines](#)

Baseline Agreements

Baseline Agreement Thresholds and Requirements

- If the project funding/costs exceed the BA threshold any time after approval, then a BA is due within 60 days from when the change was identified
- An executed BA is required prior to allocating any phase other than PA&ED or CON-NI
- BAs are executed at CTC meetings
- Follow the CTC Preparation Calendar
- Single BA is sufficient for multi-funded projects from other SB1 Programs (e.g. TCEP, SCCP)

Baseline Agreement

Documentation

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

Attachments

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

Length of Process
(to complete and execute BA)

~2 to 3 months

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

*Current/Projected outcomes are different than ATP user counts that are required in CalSMART.

7 Project Amendments

Project Amendments

PROJECT SCOPE

"The application is the approved scoping document"

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

Reminder!

Project Amendments

SCOPE CHANGES

Note: Approved Eligible Scope could be audited!

SCOPE CHANGE TYPES

1 **Design Modification:**
Still meets the original intent/design.
Approved by Caltrans HQ

2 **Minor Scope Change:**
Does not impact project benefits.
Approved by Commissioners at time of allocation

3 **Major Scope Change:**
Impacts project benefits.
Voted by the Commissioners at a CTC Meeting

Project Amendments

PROJECT SEGMENTING

Segmenting Requirements:

- Segmenting is needed for successful project delivery

- Segments may not be reprogrammed to later FYs

- Only one request allowed during the life a project

- Segmenting requests need to be approved before Construction phase allocation

- Segmenting requests must be submitted to Caltrans/HQ for review and concurrence before being routed to CTC for approval

Project Amendments

SCOPE CHANGES & PROJECT SEGMENTING

Request Process:

- Found in LAPG Chapter 25 – State Programs for Local Agency Projects
- LAPG Exhibit 25-D1 includes instructions for LAPG Exhibit 25-D Request for Project Scope Change
- Discuss with District and HQ PMs before preparing LAPG Exhibit 25-D – found here
- Note: Scope change requests need to be approved before Construction phase allocation and should be requested after a need is determined
- NI and Plan Scope changes or modifications request be sent to the ATP-NI@dot.ca.gov inbox for review by the NI PM

Project Amendments

FUNDING DISTRIBUTION CHANGE REQUEST

1
Funds can be redistributed among project development phases
- The request must be made prior to the state fiscal year in which the funds have been programmed
- The funds that are part of the request cannot have been allocated
- Funds programmed in construction cannot be moved out of construction

2 **An agency can only request a Funding Distribution Change once during the life of the project**

3 **Use LAPG Exhibit 25-G Request for Funding Distribution Change and Instructions (Form 25-G1)**

4 **Fund Distribution changes are voted by the Commissioners at CTC meetings**

Project Amendments

Project Cost Savings

To move project savings between <u>allocated</u> phases

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

8 Reporting

Reporting

Requirements

- Per the [Senate Bill 1 Accountability and Transparency Guidelines](#), project sponsors must submit quarterly Progress Reports and a Completion and a Final Delivery Report for all ATP projects.

- Information provided in these Reports will be compiled and reported to the California Transportation Commission, semi-annually, at each March and October Commission meeting.

Consequences for not reporting include but are not limited to:

- Written warning

- Agency placed on a Watch List

- Required to appear before the Commission

- For the most egregious situations:

  - Reduced reimbursement

  - Ineligible for future allocations or programming actions

Reporting

PROGRESS REPORTS

- Per the Senate Bill 1 Accountability and Transparency Guidelines, project sponsors must submit quarterly Project Progress Reports to Caltrans toward implementation of a project to ensure projects are executed in a timely fashion and within the approved scope and budget.

- Thus, once a Project is programmed into the Active Transportation Program (ATP), a **Progress Report** is required to be submitted via the Caltrans CalSMART reporting tool at the next available reporting period. Register for a CalSMART account now to get notifications on the next reporting period.

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

ALL MPO adopted Cycle 7 projects are required to submit Progress Reports starting October 1st, 2025.

- User Counts are required in the first progress report to indicate an Actual Begin Construction milestone.
- Before Counts must be conducted within 6 months prior to starting construction

COMPLETION REPORTS

- Completion Reports are due within six months of the project becoming operable (open to the public) or construction/consultant contract acceptance (whichever comes first) or once all Non-Infrastructure (NI) activities are complete.
- Reports are submitted via the CaISMART reporting tool.
- A Completion Report should be submitted during the following Progress Reporting Period once the End Construction milestone has been reached
- User After Counts *are not required* in the Completion Report.

COMPLETION REPORTS - *Supplementals*

In addition to the CalSMART reports, there are supplemental documents that must also be submitted to atpfinalreporting@dot.ca.gov

All supplemental documents are located on the ATP Reporting Webpage in the Completion/Final Delivery Reporting section

Supplemental documents must be emailed to ATPFinalReporting@dot.ca.gov when submitting a Completion Report via CalSMART.

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

Forms:

- 25-R Form (Excel)
- 25-P Form (Excel)
- 25-T Form (Excel)
- NI and Combo Project Details Sheet (PDF)
- PLAN Project Details Sheet (PDF)
- Photo Release Form

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

Reporting

FINAL DELIVERY REPORTS

Final Delivery Reports

- Final Delivery Reports are due within 180 days of the conclusion of all remaining project activities *beyond the acceptance of the construction contract to reflect final project expenditures*, including final invoicing and submitting a final report of expenditures, as well as conducting User After Counts in accordance with the [Interim Count Guidance](#).

Final Delivery Reports are submitted via the CalSMART reporting tool.

- CalSMART is open for Final Delivery Report submittals at anytime. User After Counts ARE REQUIRED.
- Once an appropriate Completion Report has been submitted, reporting periods may be skipped until final reimbursement has taken place and actual user counts have been conducted in accordance with the Interim Count Guidance.

DIFFERENCE BETWEEN COMPLETION AND FINAL REPORTS

Completion Reports

- Due within 6 months of project becoming operable or contract acceptance, or once all NI activities are complete.
- Only Before Count Data required

Final Delivery Reports

- Due within 180 days of final activity completion, including final invoice and conducting After Counts.
- REQUIRES User After Counts

Both Completion and Final Reports are Required!

Reporting

COUNTS

Why are counts important?

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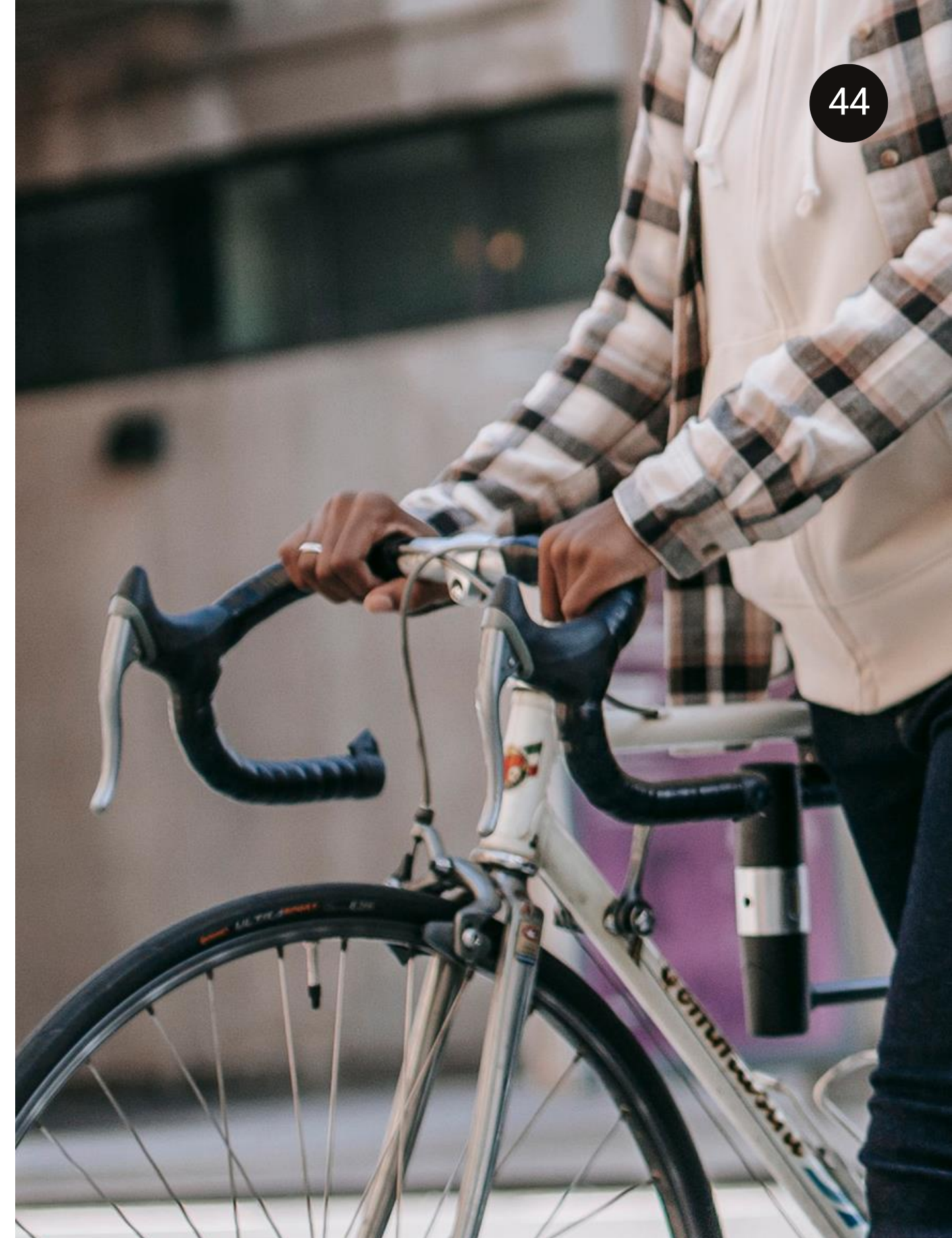
Reporting

COUNTS

Count requirements and key points from guidance:

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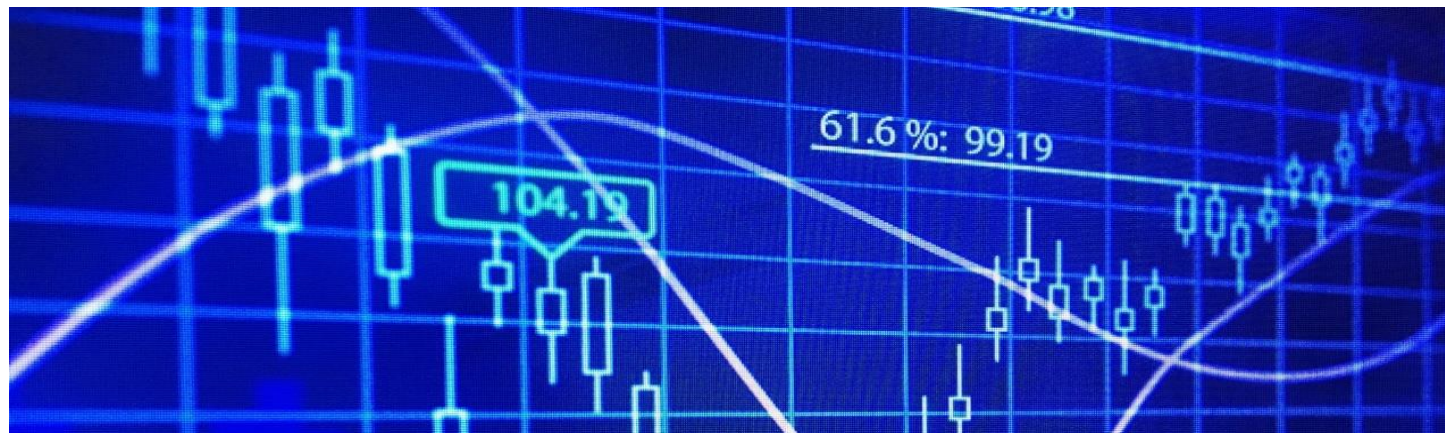
Reporting Resources

ATP Reporting Website

The ATP Project Reporting webpage has tons of useful resources!

Visit -
ATP Reporting webpage to learn more about: Reporting Deadlines, Q&A's, Non-Compliance Consequences & more.
SB1 Reporting webpage to view past semi-annual reports.

Contact ATPProgressReporting@dot.ca.gov with any reporting questions.

Reporting Webinar & Other Useful Resources

The ATP Program conducted an in-depth training on changes to CalSMART and reporting on September 24th, 2024. Below are resources from the webinar:

Recording – ATP Reporting Webinar September 24th, 2024

Agenda ATP Reporting Webinar September 24th, 2024

PPT ATP Reporting Webinar Sept 24th Webinar

Agency Reporting Diagram

Reporting Resources

Upcoming ATP Reporting Webinar

Will be held virtually September 16th @ 9:00am

Geared towards new Cycle 7 project staff

Very helpful overview for local agency staff new to CalSMART Project reporting

Will cover ATP reporting requirements, reporting via CalSMART, and common questions

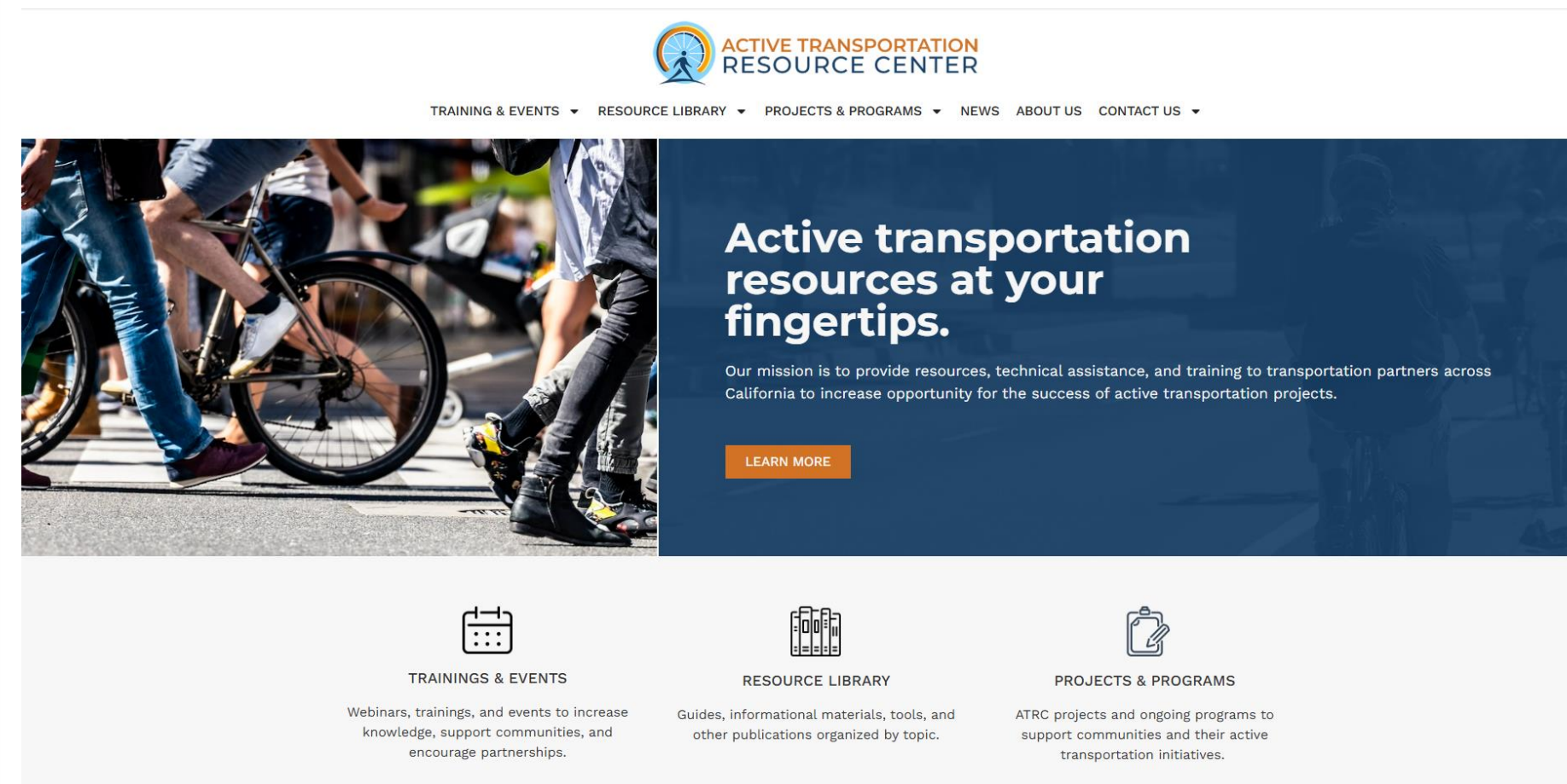The webinar will be recorded and posted to the ATP Project Reporting webpage

9 About the ATRC

About the ATRC

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."

Partners

ATRC AT-A-Glance

- Website
- Monthly newsletter
- Webinars
- Trainings
  - Active Transportation: Introduction to Planning and Design
    - Virtual course coming soon!
    - Full day in person training at UC Davis on **October 21, 2025**
- Resource Library
- ATRC supported contracts
- Networking opportunities

Current ATRC Initiatives

- Non-Infrastructure Technical Assistance

- ATP Disadvantaged Communities Technical Assistance Program

- Active Transportation Benefit-Cost Tool

- California Active Transportation Data Portal

- Count+ ATP Performance Metrics

2025 California Active Transportation Program Symposium

October 22-23, 2025

UC Davis Conference Center

The two-day symposium includes:

- Inspiring speakers
- Interactive workshops
- Breakout sessions
- Opportunities to connect with partners to further active transportation projects

Early Bird: $50 (through August 31, 2025)
Standard: $75 (September 1 – October 14, 2025)

Registration Open!

Contact

Active Transportation Resource Center

ATRC@dot.ca.gov

Reminders

1 • **Remember to Contact your DLAE and ATP Coordinator**
  ○ Your district is your first point of contact

2 • **Remember to follow your original scope of work**
  ○ If you need to modify your scope, please contact your District coordinator

3 • **Remember to do your Pre and Post counts**
  ○ Follow the Interim Count Guidance Methodology

4 • **Take Photos!**
  ○ This is the best way to showcase your project outcomes!
  ○ If there are faces of minors in the before and/or after photos, you must also submit a photo release form
  ○ Check out our Project Profiles for inspiration and reach out when your project is complete to be featured.

5 • **Active Transportation Resource Center**
  ○ JOIN THE MAILING LIST!
  ○ Check out our Free Trainings
  ○ See the many Resources we have to offer on our website
  ○ Request for NI Technical Assistance

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Q&A Session