7 Reporting

Reporting

REQUIREMENTS

- 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.

- Information provided in Progress Reports will be compiled and reported to the California Transportation Commission semi-annually at the March and October Commission meetings.

RESOURCES:

Contact: ATPProgressReporting@dot.ca.gov for any reporting questions.
ATP Reporting webpage to learn more about: Reporting Deadlines, Q&A's, Consequences of Non-Compliance and more.
SB1 Reporting webpage to view past semi-annual reports.

7 Reporting

COMPLETION REPORTS

Completion Reports

- Completion Reports are due within six months of construction/consultant contract acceptance or the project becoming operable (open to the public), or all Non-Infrastructure (NI) activities are complete.
- Submitted via CalSMART online reporting tool as of January 1, 2021
- Can only be submitted during an open reporting period
- Actual user counts ARE NOT REQUIRED AT THIS TIME
- Projected user counts ARE REQUIRED

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, any changes that occurred after submittal of the Completion Report and actual after user counts are required using the Interim Count Guidance (PDF).

Submitted via CalSMART online reporting tool as of January 1, 2021

- Can only be submitted during an open reporting period
- Once the Completion Report has been submitted and approved, reporting periods may be skipped until final reimbursement has taken place and actual user counts were conducted using the Interim Count Guidance

Reporting

DIFFERENCE BETWEEN COMPLETION AND FINAL REPORTS

Completion Reports

- Due within 6 months of contract acceptance, project becomes operable or all NI activities are complete.
- Requires projected counts

Final Delivery Reports

- Due within 180 of activity completion
- Requires final counts

Both Completion and Final Reports are Required!

Reporting

COMPLETION & FINAL DELIVERY REPORTS

- In addition to the CalSMART submittal, there are supplemental documents that also must be submitted to atpfinalreporting@dot.ca.gov
- **Infrastructure projects – Exhibit 25-T (under construction)**
  - Corps usage info as compared to application submittal
    - User count information (after counts must be done same days of the year as before counts)
- **Benefit to DAC**
- **Combo (infrastructure & non-infrastructure (NI))**
  - Same as 1, 2 & 3 above
  - NI Details Sheet
- **Plan**
  - Plan Details Sheet

*All supplemental documents are located on the reporting webpage

Reporting

REPORTING – CONSEQUENCES FOR NON-SUBMITTAL

Consequences for not reporting include but are not limited to:

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

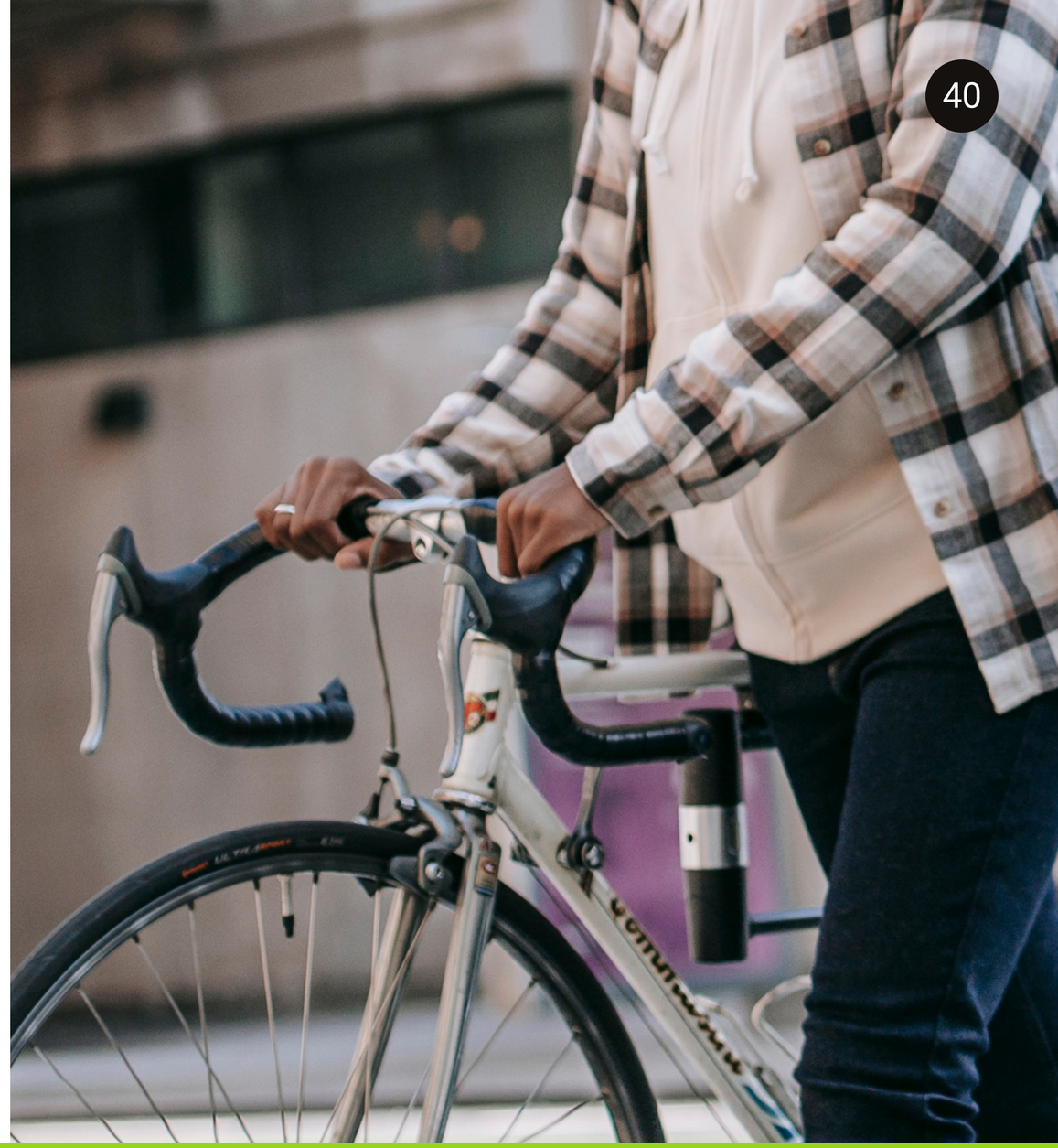
7

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 show program impact and to track usage of individual projects



7 Reporting

COUNTS

Count requirements and key points from guidance:

- All project types (except Plans) require counts to be taken
- Before counts must be within six months of construction or when NI activities commence
- Before and after counts must be taken at the same time of day and time of year
    - Make sure to also take before and after photos!
- SRTS project counts should be taken during the school year
- For important methodology considerations, please refer to the Interim Count Guidance and Flash Training on Interim Count Guidance – both found here

7 ATRC Automated Counter Loan Program

FREE use of automated counter equipment

Multiple types of short-duration counters available

Fill out an Interest Form to get started!

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

ATRC COUNTER LOAN PROGRAM

ATRC Active Transportation Resource Center

A Guide to Choosing the Best Count Equipment for your Project

miovision

Miovision Scout is a fully connected, industry-leading, portable video data collection device. It's built for reliable, unattended field operation for days at a time.

www.miovision.com

Miovision - Scout (2 Available)

- Ideal for Intersection counts
- Can perform Pathway Counts
- Can perform Junction Counts
- Miovision Scout is used alongside DataLink, an online tool that tracks data