

California Department of Transportation

DIVISION OF LOCAL ASSISTANCE
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July 18, 2025

Active Transportation Program
Cycle 7 Metropolitan Planning Organization Awardee

Dear Recipient:

Congratulations! Your project is included in the California Transportation Commission's (CTC) 2025 Active Transportation Program (ATP) Metropolitan Planning Organization (MPO) Component list of programmed projects. The links to the final adopted MPO Component can be found below:

- [2025 ATP MPO Component](#)

For the successful implementation of your project, please note the following:

- The agency's first step is to contact the appropriate [District Local Assistance Engineer](#) (DLAE) who can assist with the Master and Baseline agreements (if needed), allocation, and authorization processes.
- Projects must be federal-aid eligible unless the project is designated as state-only funded. Contact your DLAE or MPO to determine if your project is State or Federally funded. Each funding source has strict project development and prerequisite requirements that must be met prior to requesting and receiving a CTC allocation.
- The ATP is a reimbursement program. Reimbursable work cannot commence on your project until the following conditions are met:

STATE-ONLY FUNDED	FEDERALLY FUNDED
<ul style="list-style-type: none">• You have a Master Agreement• You have a Baseline Agreement, if needed (ATP Guidelines, Section 28).	<ul style="list-style-type: none">• You have a Master Agreement• You have a Baseline Agreement, if needed (ATP Guidelines, Section 28).
<ul style="list-style-type: none">• You receive an allocation from CTC<ul style="list-style-type: none">◦ It is recommended that your project be programmed in the current Federal Statewide	<ul style="list-style-type: none">• Your project is programmed in the current Federal Statewide Transportation Improvement Program (FSTIP)• You receive an allocation from CTC

Transportation Improvement Program (FSTIP)	<ul style="list-style-type: none"> You receive an authorization to proceed from Federal Highway Administration (FHWA)
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Allocations for projects cannot commence until appropriate clearances are achieved. Please see [chapter 25](#) of the Local Assistance Procedures Guide (LAPG). The following table outlines critical funding allocation requirements:

Phase	Work allowed	Requirement prior to requesting and receiving funding (allocation)
Project Approval & Environmental Document (PA&ED)	<ul style="list-style-type: none"> The National Environmental Policy Act (NEPA) and/or the California Environmental Quality Act (CEQA) clearance Preliminary engineering 	<ul style="list-style-type: none"> Master Agreement MPO/Regional transportation Planning Agencies (RTPA) approval if applicable*
Plans, Specifications and Estimates (PS&E)	<ul style="list-style-type: none"> Formal design work 	<ul style="list-style-type: none"> Master Agreement MPO/RTPA approval if applicable* Environmental document certified <ul style="list-style-type: none"> CEQA for state-only funded projects CEQA and NEPA for federally funded projects Baseline Agreement executed if applicable**
Right of Way (RW)	<ul style="list-style-type: none"> RW mapping Fee acquisition Utility relocation RW certification 	<ul style="list-style-type: none"> Master Agreement MPO/RTPA approval if applicable* Environmental document certified <ul style="list-style-type: none"> CEQA for state-only funded projects

		<ul style="list-style-type: none"> ○ CEQA and NEPA for federally funded projects ● Baseline Agreement executed if applicable**
Construction (CON)	<ul style="list-style-type: none"> ● Advertisement ● Award ● Construction ● Construction engineering 	<ul style="list-style-type: none"> ● Master Agreement ● MPO/RTPA approval if applicable* ● Environmental document certified <ul style="list-style-type: none"> ○ 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-Non-Infrastructure (CON-NI)	<ul style="list-style-type: none"> ● Non-infrastructure (NI) or Plans 	<ul style="list-style-type: none"> ● Master Agreement ● Baseline Agreement executed if applicable** ● MPO/RTPA approval if applicable* ● An approved workplan (25-R or 25-Plan) ● CEQA/NEPA clearance for NI and plans

**If the RTPA's governing board passes a resolution requiring their approval prior to submittal to Caltrans, the implementing agency must provide written evidence of such approval on the Funding Allocation Request*

***Per the [Senate Bill 1 \(SB 1\) Accountability and Transparency Guidelines](#), projects with a total project cost of \$25 million or greater or a total ATP programmed amount of \$10 million or greater are required to complete a Baseline Agreement*

****Scope change requests must be submitted prior to an agency requesting the allocation of construction funds, except in instances where there is contract bid cost savings (ATP guidelines, Section 29, A). However, an agency should submit the request upon determining the need, regardless of project development phase.*

ATP Requirements Overview:

- 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 10, "Reimbursement," of the [CTC 2025 ATP Guidelines](#). The CTC does not allow adding ATP funding to cover cost overruns.
- [Amendment Requests](#) – scope changes, project segmenting, and funding distribution changes are permitted, as approved in accordance with the CTC's amendment request policy, located in Section 29 in the 2025 ATP Guidelines "Amendment Requests" of the CTC 2025 ATP Guidelines.
- ATP funds programmed on projects are subject to CTC Timely Use of Funds (TUF) Requirements. Please refer to section 32 "Timely Use of Funds " of the CTC 2025 ATP Guidelines, chapter 25 of the LAPG, [the Caltrans ATP TUF webpage](#), and the CTC meeting preparation [schedules](#).
- Caltrans HQ Local Assistance recommends Cooperative Work Agreements (CWAs) for projects if the TUF deadline occurs after the budget authority for the funds expire (known as the reversion date). A CWA extends the budget authority by two years but not the TUF deadlines. The TUF deadline supersedes the CWA deadline.
- Per CTC 2025 ATP Guidelines, all projects must follow the [Local Assistance Procedures Manual](#) (LAPM).
- Prior to engaging in any Architectural and Engineering (A&E) contract procurement(s), agencies should reference [LAPM chapter 10](#) and Exhibit [B](#).
 - 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.
- [Project Reporting](#)
 - The [SB 1 Accountability and Transparency Guidelines](#) require the implementing agency to submit quarterly project progress reports, a completion report, and a final delivery report via [CalSMART](#) upon adoption into the program.
 - Quick-Build projects are NOT submitted via the CalSMART reporting system. Quick-Build Progress Reports will be submitted via an [Excel reporting template](#) which could be found in the Quarterly Progress Reporting section on Caltrans ATP Reporting webpage.
 - Agencies that do not comply with the reporting requirements including submittal and explanation of user counts, will be reported to the CTC and required to appear before the Commission.
 - All projects, except Plan projects, require before and after counts. When conducting counts, the use of the [Interim Count Guidance](#) and the [Active Transportation Program Policy on User Counts](#) is required.
- [Baseline Agreements](#)

- The SB 1 Accountability and Transparency Guidelines require projects with a total project cost of \$25 million or greater (all funds) or a total ATP programmed amount of \$10 million or greater to complete a Baseline Agreement.
 - Baseline Agreements need to be executed prior to allocation of any phase except for PA&ED (and CON-NI for combination ATP projects). If a Baseline Agreement is required for a project, please refer to Caltrans ATP General and Technical Information webpage for a complete list of required documents and standard processing time for CTC approval.
- Current and projected user counts are required. Current user counts may not be required if the facility is new. Projects may be subject to Enhanced Oversight by Local Assistance staff to mitigate potential delivery risks.
- Projects with Federal Transit Administration (FTA)/Bureau of Indian Affairs (BIA) transfers must continue to meet all above conditions, in addition to the requirements of the FTA and BIA.
- Projects may be subject to an audit by the Independent Office of Audits and Investigations 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 manages the ATRC to provide training, resources, tools, and technical assistance to ATP awardees. Please visit the [ATRC website](#) and 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, & 5 Infrastructure Projects	Teresa McWilliam	Teresa.McWilliam@dot.ca.gov
D 6, 9, 10, & 11 Infrastructure Projects	Cirilo Salilican	cirilo.salilican@dot.ca.gov

D 7, 8, & 12 Infrastructure Projects	Elijah Hall	elijah.hall@dot.ca.gov
Plan and NI Projects	Emma Mallonee	Emma.Mallonee@dot.ca.gov

Sincerely,



DEE LAM
Division of Local Assistance, Chief

Enclosure
FedAid Process Flowchart

c: DLAEs, Caltrans Districts
Zhongren Wang, Deputy Division Chief (Acting), Caltrans HQ
Trina Luo, State Programs Office Chief (Acting), Caltrans HQ
Cirilo Salilican, ATP Manager Central, Caltrans HQ
Elijah Hall, ATP Manager South, Caltrans HQ
Teresa McWilliam, ATP Manager North, Caltrans HQ
Emma Mallonee, ATP Manager Plans and NI (Acting), Caltrans HQ
Tanzeeba Kishwar, Project Implementation North Office Chief (Acting), Caltrans HQ
Robert Nguyen, Project Implementation South Office Chief, Caltrans HQ
Anja Aulenbacher, Associate Deputy Director – ATP Program Manager, CTC
Laurie Waters, Deputy Director, CTC

C7 MPO Next Steps Letter

Final Audit Report

2025-07-22

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"C7 MPO Next Steps Letter" History

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