



February 28, 2018

SOUTHERN CALIFORNIA
ASSOCIATION OF GOVERNMENTS
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Los Angeles, CA 90017
T: (213) 236-1800
www.scag.ca.gov

Lonny Young
City of Rialto
150 S. Palm Ave
Rialto, CA 92376

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RE: Augmented 2017 Active Transportation Program: Southern California Association of Governments Regional Program

Dear Mr. Young:

On behalf of the Southern California Association of Governments (SCAG), I am pleased to inform you that your application for the Cactus Avenue Multi-Use Path project has been approved by the SCAG Regional Council and the California Transportation Commission (CTC) as part of the Augmented 2017 Active Transportation Program (ATP). Please find attached the approved program, which includes the funding amount and year(s) for your project.

The Augmented 2017 ATP is mid-cycle program to allocate new funding available for active transportation through the Road Repair and Accountability Act of 2017, Senate Bill 1 (SB 1). SB 1 funding nearly doubles the resources available in the 2017 ATP including providing an additional \$40 million to support projects in SCAG's regional program. This funding provides a significant boost toward implementing the 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and meeting our region's goals for greater mobility and sustainability.

To initiate the project, your agency will need to receive funding allocation from the CTC. Project sponsors must submit their allocation request to Caltrans by the spring of the fiscal year in which the project is programmed. Prior to allocation, your project must be programmed in the Federal Transportation Improvement Program (FTIP). Please contact your County Transportation Commission staff to start this process at your earliest opportunity to keep the project on schedule. Upon allocation, you will have six (6) months to award the contract. Once the contract is awarded, you will have 36 months to complete the project. Semi-annual reports and final delivery reports shall be submitted to Caltrans, SCAG and County Transportation Commission staff, per the Project Progress Report Instructions, see attached.

If you have any questions, Caltrans Local Assistance Office and the County Transportation Commission are the main points of contact. Contact information

for Caltrans and the County Transportation Commission staff is attached. SCAG staff is also available to address any questions you may have about this grant, as well as, to discuss complementary resources available through the Go Human Campaign, www.gohuman.socal.org, for promoting walking and biking in your community.

Thank you again for your interest in enhancing active transportation in the SCAG region. If you have any questions, please do not hesitate to contact Stephen Patchan, Program Manager, at (213) 236-1923 or by email at patchan@scag.ca.gov.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Sarah Jepson', with a long horizontal flourish extending to the right.

Sarah Jepson
Manager, Active Transportation and Special Programs

List of Attachments:

1. Regional Program Project List
2. ATP County Transportation Commission and Caltrans Staff Contact
3. ATP Project Progress Report Instructions

2017 Active Transportation Program Augmentation - MPO Component (3 of 10)
Staff Recommendations
(\$1,000's)

#	Applicant	MPO	Co	Project Title	DAC	SOF	Total Project Cost	Recommended ATP Funding	17-18*	18-19*	19-20	20-21	CON	CON NI	PA&ED	PS&E	ROW	Project Type	SRTS
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2017 ATP Funded Projects Requesting Advances

1	Pasadena	SCAG	LA	Pasadena - PUSD SRTS Education and Encouragement Program	X	X	832	462	0	462	0	0	462	0	0	0	0	Non Infrastructure	X
2	Commerce	SCAG	LA	City of Commerce Active Transportation & SRTS Plan	X	X	245	245	245	0	0	0	0	245	0	0	0	Plan	X
3	Office of Exposition Park Management	SCAG	LA	Exposition Park Active Transportation Plan	X	X	240	200	200	0	0	0	0	200	0	0	0	Plan	
4	Santa Ana	SCAG	ORA	West Willits Street Protected Bicycle Lanes	X		2,970	2,970	0	495	2,475	0	2,475	0	30	465	0	Infrastructure	X
5	Santa Ana	SCAG	ORA	SRTS Davis Elementary ADA Compliance	X		5,754	5,754	0	920	4,834	0	4,834	0	20	900	0	Infrastructure	X
6	Riverside County DPH (Injury Prevention Services)	SCAG	RIV	Riverside County SRTS Program			1,099	849	0	849	0	0	0	849	0	0	0	Non Infrastructure	X
7	Coachella Valley AOG	SCAG	RIV	CV Link - Multi-Modal Transportation Corridor	X		99,962	5,584	0	5,584	0	0	5,584	0	0	0	0	Infrastructure	
8	Ventura	SCAG	VEN	Montalvo SRTS Cypress Point Gap Closure and Complete Streets Project	X	X	1,560	1,380	88	155	0	1,137	1,137	0	88	155	0	Infrastructure	X
							112,662	17,444	533	8,465	7,309	1,137	14,492	1,294	138	1,520	0		

New Projects Recommended for Funding

9	Imperial County	SCAG	IMP	Sidewalk Improvements on Rio Vista Street in Seeley California	X	X	1,584	369	193	176	0	0	141	0	0	193	35	Infrastructure	X
10	Los Angeles County MTA	SCAG	LA	Reconnecting Union Station to the Historic Cultural Communities of DTLA	X		6,276	2,169	0	0	2,169	0	2,169	0	0	0	0	Infrastructure	
11	Pasadena	SCAG	LA	Pasadena - PUSD SRTS Education and Encouragement Program	X	X	832	318	0	318	0	0	0	318	0	0	0	Non Infrastructure	X
12	Pasadena	SCAG	LA	Union Street Cycle Track	X		6,314	1,877	0	0	1,877	0	1,877	0	0	0	0	Infrastructure	
13	Santa Monica	SCAG	LA	Pico Blvd and Santa Monica College Pedestrian Safety Improvements	X	X	1,178	943	113	830	0	0	830	0	25	88	0	Infrastructure	
14	Glendora	SCAG	LA	Glendora Urban Trail and Greenway Network			2,242	1,792	100	168	1,524	0	1,524	0	100	168	0	Infrastructure	
15	Artesia	SCAG	LA	Norwalk Artesia Boulevards Safe Streets Project	X		2,327	1,987	1,987	0	0	0	1,987	0	0	0	0	Infrastructure	X
16	Montebello	SCAG	LA	Montebello Boulevard Bike Lane and Sidewalk Improvement Project	X		5,755	4,187	4,187	0	0	0	4,187	0	0	0	0	Infrastructure	
17	Los Angeles County DPW	SCAG	LA	Marvin Braude Beach Trail Gap Closure	X		2,936	2,936	200	2,736	0	0	1,836	0	200	900	0	Infrastructure	
18	Carson	SCAG	LA	Dominguez Channel Bicycle Path Extension from Avalon to 223rd/Wilmington	X		2,225	2,225	0	2,225	0	0	2,225	0	0	0	0	Infrastructure	
19	Los Angeles County DPW	SCAG	LA	Temple Avenue Complete Street Improvements	X		1,847	1,847	60	1,787	0	0	1,517	0	60	270	0	Infrastructure	X
20	Artesia	SCAG	LA	Mitigate Pedestrian and Bicycle Safety Deficiencies	X	X	623	563	0	563	0	0	563	0	0	0	0	Infrastructure	X
21	Orange County	SCAG	ORA	Hazard Avenue Bikeway Project	X		3,566	3,566	0	3,566	0	0	3,566	0	0	0	0	Infrastructure	
22	Orange County	SCAG	ORA	OC Loop Coyote Creek Bikeway (Segements O,P,Q)	X		2,064	1,415	0	0	1,415	0	0	0	0	1,415	0	Infrastructure	
23	La Habra	SCAG	ORA	La Habra Union Pacific Rail Line Bikeway (Walnut to Cypress)	X		863	863	0	0	863	0	0	0	0	0	863	Infrastructure	X
24	Seal Beach	SCAG	ORA	Lampson Avenue Bike Lane Gap Closure Project 2016			1,265	637	27	0	105	505	505	0	27	105	0	Infrastructure	

2017 Active Transportation Program Augmentation - MPO Component (3 of 10)
Staff Recommendations
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25	Buena Park	SCAG	ORA	Go Human Event: Explore Beach Boulevard		X	220	200	200	0	0	0	0	200	0	0	0	Non Infrastructure	
26	Coachella Valley AOG	SCAG	RIV	CV Link - Multi-Modal Transportation Corridor	X		99,962	5,208	0	5,208	0	0	5,208	0	0	0	0	Infrastructure	
27	Redlands	SCAG	SBD	East Valley Corridor Bike Route Interconnect Project	X	X	2,640	49	0	0	0	49	49	0	0	0	0	Infrastructure	
28	Yucaipa	SCAG	SBD	Safe Routes to Dunlap Elementary School	X	X	532	402	0	402	0	0	402	0	0	0	0	Infrastructure	X
29	Rialto	SCAG	SBD	Cactus Avenue Multi-Use Path	X		1,760	1,260	0	1,260	0	0	1,260	0	0	0	0	Infrastructure	
30	San Bernardino County	SCAG	SBD	Sunburst Avenue Class II Bike Lanes, Joshua Tree	X		1,118	1,118	20	1,098	0	0	942	0	15	161	0	Infrastructure	
31	Victorville	SCAG	SBD	Arrowhead Drive/Seventh Avenue Complete Streets	X		2,303	1,329	0	1,329	0	0	1,329	0	0	0	0	Infrastructure	X
32	Ventura	SCAG	VEN	Harmon Barranca Corridor Gap Closure for Montalvo and Portola ES	X		507	501	0	19	50	432	432	0	19	50	0	Infrastructure	X
33	Thousand Oaks	SCAG	VEN	Conejo School Road and Willow Lane SRTS Sidewalk Improvements	X		3,924	775	0	775	0	0	775	0	0	0	0	Infrastructure	X
34	Ventura County	SCAG	VEN	Potrero Road Bike Lanes - Phase I			2,530	467	0	467	0	0	467	0	0	0	0	Infrastructure	
35	SCAG	SCAG	VAR	SCAG 2017 Active Transportation Safety and Encouragement Campaign Phase 2	X	X	403	320	0	320	0	0	0	320	0	0	0	Non Infrastructure	X
36	SCAG	SCAG	VAR	SCAG 2017 Active Transportation Local Planning Initiative	X		1,529	1,289	1,289	0	0	0	0	1,289	0	0	0	Plan	X
Totals							159,325	40,612	8,376	23,247	8,003	986	33,791	2,127	446	3,350	898		

* Columns Represent SB1
Augmentation Funding

CON: Construction Phase
DAC: Benefit to Disadvantaged Communities
PA&ED: Environmental Phase
Plan: Active Transportation Plan
PS&E: Plans, Specifications & Estimate Phase
REC TR: Recreational Trails Eligible
ROW: Right-of-Way Phase
SRTS: Safe Routes to School

Southern California Association of Governments
ATP County Transportation Commission and Caltrans Staff Contact Info

	Name	Organization	Email	Phone
1	Louis Zhao	Orange County Transportation Authority	lzhao@octa.net	714-560-5494
2	Shelly Quan	Los Angeles County Metropolitan Transportation Authority	quans@metro.net	213-922-3075
3	Josh Lee	San Bernardino County Transportation Authority	jlee@sanbag.ca.gov	909-884-8276 x166
4	Lorelle Moe-Luna	Riverside County Transportation Commission	LMoe-Luna@RCTC.org	951-787-7141
5	Virginia Mendoza	Imperial County Transportation Commission	virginiamendoza@imperialctc.org	760-592-4494
6	Judith Johnduff	Ventura County Transportation Commission	jjohnduff@goventura.org	805-642-1591 x108
7	Dale Benson	Caltrans District 7	dale.benson@dot.ca.gov	213-897-2934
8	David Lee	Caltrans District 8	david.lee@dot.ca.gov	909-806-4759
9	Bing Luu	Caltrans District 11	bing.luu@dot.ca.gov	619-278-5337
10	Marlon Regisford	Caltrans District 12	marlon.regisford@dot.ca.gov	949-724-2241

Project **PROGRESS REPORT** Instructions

for the

ACTIVE TRANSPORTATION PROGRAM (ATP)



As a condition of an ATP project allocation, the California Transportation Commission (Commission) requires the implementing agency to submit semi-annual reports to Caltrans on the activities and progress made toward implementation of the project and a final delivery report. An agency implementing a project in the Metropolitan Planning Organization (MPO) selected portion of the program must submit copies of semi-annual reports and final delivery report to both the MPO and Caltrans. The purpose of the reports is to ensure projects are executed in a timely fashion and within the scope and budget identified when the decision was made to fund the project.

PROJECT **PROGRESS REPORT** INSTRUCTIONS & GUIDANCE INDEX

- General Instructions
- General Project Information
- Project Scope
- Project Costs
- Project Schedule
- Project Counts
- Non-Infrastructure Project Deliverables

General Instructions

The implementing agency must provide the information requested in this project progress report by the 15th of May and November of each year, beginning with the initial year the project has ATP funds programmed until the project is complete. Within one year of completion and the project becoming operable, the implementing agency must submit the [Final Project Report, LAPG Exhibit 22-T](#). Please note that the final delivery report is required in addition to the Final Report of Expenditures.

These required forms should be submitted to your Caltrans District ATP Coordinator or District Local Assistance Engineer (DLAE) to be included in a program delivery report to the Commission. ***The report to the Commission will include a list of agencies not fulfilling these reporting requirements.***

This document is a step-by-step instructional guide for the preparation of ATP semi-annual project progress reports for all cycles. The following sections are intended to be read in conjunction with completing or reviewing the forms.

Failure to follow these instructions may result in re-submittal requirements and late reporting.

If you have any questions on how to complete the project progress report, please contact your DLAE.

A list of DLAEs is available at <http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm>.

General Project Information

SUGGESTION: After entering information that will remain unchanged on each progress report (Project Type, Project Title, District, Implementing Agency, Project Scope, etc.) you may save file as a template for future reports.

Date: From the calendar drop-down menu, select the date you are completing the report.

Report No.: Enter the report number you are completing chronologically. For example, if this is the first semi-annual report for your project enter '1', for the second enter '2', etc.

Status is Unchanged: If this is the first time you are completing the project progress report, you may not check this box. However, any reports after the first you may check this box if the progress of the project is unchanged from the previous report. If checked, the report will become locked and un-editable.

You may not check this box because the project is in the same phase as the previous report, this report must include progress within a phase. To check this box all information and data must be the same as the previous report, except for the Date of report, Period of Reporting and the Report No.

Project Type: From the drop-down menu, select the project type. If 'NI' or 'I/NI' is selected, you must complete the NI Project Deliverables section (*deliverables for Infrastructure and PLAN projects are included in the Final Report*).

Period of Reporting Begin & End Date: From the drop-down calendar menu, select a begin and end date for the time span of information you are providing in the current report for your project. There should be no gaps in time frames. For example, besides the first progress report each report afterwards must begin the date after the last report's end date.

District: Using the drop-down list, select the district your project is located in.

Implementing Agency: Enter the implementing agency's name.

Project ATP ID: Enter the 7 digit project id number assigned to this project, minus parenthesis. The first four digits is the local agency code and the last three digits is the project number assigned to the agency's project by your Caltrans district.

Cycle: Using the drop-down list, select the cycle your project was awarded funds.

PPNO: Enter your project's 4 digit Project Programming Number (PPNO) assigned by your Caltrans district. Sometimes PPNOs include a letter.

Project Title: Enter the title of the project exactly how it is listed on the Commission's adopted ATP award list.

Project Funding Type: Check whether your project is State only funded, federally funded or a combination of state and federally funded. If State only funded is selected, sections for federally funded projects will become locked and un-editable.

Approved Application Project Description: Enter the description of the project as shown in the original application or as agreed to at the time the project was selected for programming by the CTC.

Project Scope

Approved Application Project Scope: Enter the scope of the project as shown in the original application or as agreed to at the time the project was selected for programming by the CTC.

Have there been any changes to the approved scope?: Using the drop-down list, select Yes or No for whether there are changes to the approved application scope or as agreed to at the time the project was selected for programming by the CTC.

If yes, provide Scope Change Approval Date: If you selected 'Yes' there has been changes to the approved application scope, select the date that Caltrans or the CTC approved the scope change from the drop-down calendar menu.

If yes, describe all approved scope changes: If you selected 'Yes' there have been changes to the approved application scope, describe all scope changes.

Attach Before Photos. For projects with infrastructure elements, attach before photos that indicate location, directional view and street name(s). Photos must be within the project limits, capture the entire project limits and in the areas where the major ATP scope elements will occur.

Project Costs (enter amounts in 1,000s)

Estimated Costs (per approved application)

Total Phase Cost: Enter the total phase cost per component as shown in the approved application or as agreed to at the time the project was selected for programming by the CTC. This amount includes ATP funds, leveraging funds and/or matching funds.

Programmed ATP Funding: Enter the total programmed amount in ATP funds per component as shown in the original application, agreed to at the time the project was selected for programming by the CTC or approved through a technical adjustment.

% ATP Funding: These amounts will auto-populate based on the total phase costs and programmed ATP funding amounts entered.

Estimated Current Costs (as of report date)

Total Phase Cost: Enter the current estimated total phase cost per component as of report date. This amount includes ATP funds, leveraging funds and/or matching funds.

Current ATP Expenditures: Enter the amount of ATP eligible expended funds per component, as of report date.

% ATP Funding: These amounts will auto-populate based on the estimated total phase costs and expended ATP funding amounts entered.

Include any Project Costs Comments: Provide reasons for any and all cost differences between those shown in the approved application and the current estimate.

Project Schedule

Proposed Date of Completion: From the drop-down calendar menu, select the date of completion per each applicable milestone as shown in the original application or as agreed to at the time the project was selected for programming by the CTC.

NOTE: NEPA and CEQA dates are required for federally funded projects and projects, including projects both federally and state funded. State only funded projects do not require NEPA dates.

Current Estimated or Actual Date of Completion: From the drop-down calendar menu, select the current estimated or actual date of completion per each applicable milestone as of report date.

Estimated % Complete: Enter the estimated percentage of completion per milestone. Percentage should be in terms of phase completion such as a percentage indicating deliverables per phase. For example, if CEQA and NEPA are required and CEQA is complete and NEPA is halfway complete – the Environmental Document is 75% complete.

Timely Use of Funds *FEDERALLY FUNDED & PARTIALLY FEDERALLY FUNDED PROJECTS ONLY*

Approved Application Allocation Date: From the drop-down calendar menu select the anticipated allocation date per component as shown original application or as agreed to at the time the project was selected for programming by the CTC.

Approved Application Allocation Deadline: Enter the June 30th date of the FY the anticipated allocation falls within, per component.

Length of Time Extension: If there was an approved time extension, enter the length (in months) of extension, per component.

Actual Allocation Date: From the drop-down calendar menu select the actual allocation date, per component. Allocation dates coincide with CTC meetings.

E-76 Approval Date*: From the drop-down calendar menu, select the E-76 approval date for each applicable milestone.

Expenditure Deadline: From the drop-down calendar list, select the expenditure deadline date per component based on the approved application or approved time extension. **Do not include any requested/pending time extension dates.**

PA&ED, PS&E and R/W: Deadlines are the remainder of the allocation year plus 2 FYs.

CON and CON-NI: Deadline is 3 years from award date. The award date must be within 6 months after allocation, unless the project received a time extension.

Actual Expenditure Completion Date: From the drop-down calendar menu, select the actual date of expenditure completion, per component.

Contract Award Deadline: From the drop-down calendar menu, select the contract award deadline, per component, based on the approved application or as agreed to at the time the project was selected for programming by the CTC.

Actual Contract Award Date: From the drop-down calendar menu, select the actual contract award date, per component.

Include any Schedule Comments: Describe reasons why there are differences in dates between approved allocation dates and actual allocation dates. For example, a time extension and how many months the extension was for.

Project Counts

Before Counts

Application Count: Enter the projects Bicycle and/or Pedestrian Before Counts at the time of the application.

OR

6 Months Prior to CON Count: Enter the projects Bicycle and/or Pedestrian Before Counts at 6 months prior to CON award.

**If 6 month prior to CON counts were not done choose one of the below options:*

1. *Application counts*
2. *Include counts as of report date.*

Begin Date: From the drop-down calendar menu, select the begin date for each count type.

End Date: From the drop-down calendar menu, select the end date for each count type.

**If the counts were taken on one day only, include the same day for begin and end date.*

Describe the methodology used for each before count type: Describe the methodology used for each count type.

SRTS Projects Only

Original % of Students that Walk & Bike to School: Enter the percentage of students that walked or biked to school at the time of application.

Projected percentage of students that will walk/bike to school after the project: Enter the projected percentage of students that will walk/bike to school after the project is complete.

Number of Schools the Project Benefits: Enter how many schools this project benefits.

Non-Infrastructure Project Deliverables

NOTE: For cycle 1 projects, NI deliverables included in this section of the project progress reports were not required in the application. These projects are still required to identify deliverables approved by Caltrans prior to CON allocation. **If this process has not occurred yet, it is required as part of the first project progress report.**

Fill in all applicable NI deliverables for the project.

Reports for NI or I/NI projects will not be accepted without this information.

Answer the following using the project's Exhibit 22-R approved by Caltrans:

Work Plan Task: Enter each work plan task name from the approved NI Workplan, Exhibit 22-R.

Activity #: Enter the activity number for each work plan task from the approved NI Workplan, Exhibit 22-R.

Deliverable: Enter deliverables from the approved NI Workplan, Exhibit 22-R

Start and End Date: From the drop-down calendar menu, select the start and end date from the approved NI Workplan, Exhibit 22-R.

Estimated % Complete: Based on current progress for each task, enter the percentage of estimated completeness of each task.

Task/Activity Accomplished to Date: Check the checkbox for any tasks that were completed to date.

GREEN HOUSE GAS REDUCTION FUNDING BENEFITS

This section is intentionally greyed out and unfillable, but added as a reminder, **for projects that received SB1 funding**, of the CTC's additional reporting requirements found in the Guidelines for Use of Greenhouse Gas Reduction Funds in the 2017 ATP: *'Active Transportation Program projects programmed using funds from the Greenhouse Gas Reduction Fund must fulfill the reporting requirements necessary to allow the Commission to fulfill the requirements outlined on page 3-6 of the Air Resources Board's Cap-and-Trade Auction Proceeds Funding Guidelines for Agencies that Administer California Climate Investments* (<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/arb-funding-guidelines-for-ca-climate-investments.pdf>).'