



TECHNICAL ADVISORY COMMITTEE MEETING

Updates to ATP Guidelines

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Topics

- Non-Infrastructure Scope Modifications and Changes
- Performing Counts During Covid-19 (Cycles 1 – 4)
- Performing Counts During Covid-19 (Cycle 5)

Scope Modifications and Changes for Non-Infrastructure (NI) Projects

Scope Modifications : NI and Plans

Scope Modification: a minor change that is still meets the original scope as outlined in the 22-R / 22-Plan and must be approved by Caltrans.

Acceptable Modifications:

- Changes to delivery of tasks in the scope from in-person to virtual.
- Any modifications proposed must be meet the original intent, be well thought out, and maintain active transportation activities where applicable.

Scope Modifications : NI and Plans

Examples:

- Safe Routes to School (SRTS) Program shifting assemblies from in-person to virtual.
- In-person bike safety and repair courses shifted from in person to online Zoom or pre-recorded.
- SRTS events involving in-person participation and interaction can be limited to same household groups with 6' social distancing, face coverings, and other precautionary measures.
- Shift in person activities to creating information sharing media with the community and / or schools.

Scope Modifications : NI and Plans

Submittal Process:

Submit your modification via changes to your last approved 22-R or 22-Plan, which ever applicable, to ATP-NI@dot.ca.gov and CC your Local Area Engineer.

Scope Changes : NI and Plans

Scope Change: An adjustment or change to one or more activities in the Agency's 22-R Scope that must be approved by both Caltrans and CTC.

Submittal Process:

Submit your scope changes via and updated 22-R to your Local Assistance Engineer. They will then involve HQ to begin the review process to submit to CTC. Additional information from the Agency may be requested.

Scope Modification and Change Resources

- For more assistance on how to adapt your project around Covid-19, please visit the [Active Transportation Resource Center](#)
- Your Local Assistance Engineers will be able to help with project specific needs you may have when it comes to implementing the project per state and federal guidelines.

Counts During COVID-19 *

For Cycles 1-4

* The guidance provided is supplemental to the [2019 Interim Count Methodology](#)

Non-Infrastructure Counts During Covid-19

The ATP program is allowing for modifications on how counts are done during due to COVID-19 Restrictions.

Examples:

- In-person counts can be taken by a digital poll / survey through e-mail.
- In-person counts / surveys can be taken at lunch bag pick-ups or other in-person events/programs.
- Creating active transportation related safety materials that encourages engagement with participants.

Requirements:

Any modifications to how counts are preformed requires an updated 22-R approved by HQ prior to executing the counts.

Safe Routes to School (SRTS) Counts During Covid-19

It's required that the methodology used in Before and After Counts for SRTS is the same. To help maintain this consistency without jeopardizing funds the Agency has the following options:

- If the project has not been allocated and is within 6 months of starting the NI program, the Evaluation task can be modified to become a survey instead of a tally. Submission of the before and after counts must be done through a consistent survey collection method.
 - **Requirement:** This modification must be approved via an updated 22-R sent to ATP-NI@dot.ca.gov and CC your Local Assistance Engineer before executing the changed collection process.

SRTS NI Counts During Covid-19 (cont.)

- For projected counts that are required on the Completion Report and final counts that are required in the Final Report, agencies can wait to conduct the counts either 1 (one) or 2 (two) years after project completion to be able to use the same before count methodology.
 - **Requirement:** To delay the project counts until the before methodology can be used to conduct the final counts, Time Extension Request, LAPG 22-B, must be submitted to your Local Assistance Engineer and approved at a CTC Meeting.
- For NI Plans (22-R) that have counts or program evaluation and would like to conduct the counts as originally written, a Time Extension request must be submitted to the Local Assistance Engineer and approved by CTC.

SRTS Counts During Covid-19 (cont.)

- For projected counts that are required on the Completion Report and final counts that are required in the Final Report, agencies can wait to conduct the counts either 1 (one) or 2 (two) years after project completion to be able to use the same before count methodology.
 - **Requirement:** To delay the project counts until the before methodology can used to conduct the final counts, Time Extension Request, LAPG 22-B, must be submitted to your Local Assistance Engineer and approved at a CTC Meeting.

Infrastructure Counts During Covid-19 (cont.)

2019 Interim Count Methodology Guidelines:

- The before counts are due within six months of the construction phase starting.
- The projected counts for the Completion Report are due within six (6) months after project completion.
- The final counts are due 180 days after the conclusion of all project activities (such as invoice and use counts collections)

Counts During COVID-19 *

For Cycle 5

* The guidance provided is supplemental to the [2019 Interim Count Methodology](#)

Cycle 5 NI Counts During Covid-19

- Reminder that before and after counts must be done in the same method.
- Surveys are recommended over student tallies. Make sure that survey questions are relevant to be able to use in both the before and after survey.
- If the Agency would like to make changes to their 22-R, they will need to get into contact with their Local Assistance Engineer.

Resources:

- The [National Center for Safe Routes to School](#) has a free data tool to help develop tallies and surveys.

Cycle 5 Infrastructure Before Counts During Covid-19

- Counts are still required even though expected turnout at the project location may be lower than the usual circumstance (pre-Covid).
- Please be familiar with the [Interim Count Methodology](#)

Resources:

Automated counters are available to loan from the Active Transportation Resource Center for free by filling out this [interest form](#)



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* Temporary assignment

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*NOTE: All D12 Local Assistance staff are currently teleworking due to the COVID-19 pandemic.
 Please email electronic submissions to the appropriate Local Assistance staff.*