Active Transportation Program Technical Advisory Committee—Meeting Minutes

DATE: Thursday, February 24, 2021
TIME: 9:00am - 12:45 pm
LOCATION: Zoom

TAC Chairs: Laurie Waters, California Transportation Commission; April Perez-Hollins, Department of Transportation
TAC Facilitators: Dr. Kevan Shafizadeh, CSUS School of Engineering & Computer Science, Nicole Donahue, CSUS-CCE
Notetaker: Susan Herman, CCE
Attendees: Aaron Hoyt, Placer County (Rural Counties), Anika Jesi, Caltrans, April Perez-Hollins, Caltrans, Ariana Lopez, Urban County South CEAC, Ariana zur Nieden, SANDAG RTPA South, Beverley Newman-Buckhard, CTC, Bill Sader, Public Health Alliance of Southern California, Caro Jauregui, California Walks, Clair Gallogy, City of Santa Cruz, Cory Wilkerson, SCAG, Dancy Yang, Caltrans ATP, David Ducette, CA OTS, Desiree Fox, Caltrans, Elika Changizi, CTC, Emily Abrahams, ATRC, Jacob Lieb, LA Metro, Joel Campos, San Joaquin COG, John Yi, Los Angeles Walks, Joi Jackson, Grow Cycling, Keith Williams, SRTA, Kenneth Kao, MTC, Kevin Jensen, City and County of San Francisco, Laura Cohen, Rails-to-Trails Conservancy, Laurie Waters, CTC, Marianne Hernandez, CDPH, Mary Hartegan, Caltrans, Maura Twomey, Rural Counties Task Force, Miguel Vazquez, Riverside University Health System-Public Health, Nelson Bellesheim, CCC, Oona Smith, Pedestrians, Rural (HCAOG), Patricia Chen, LA Metro, Roberto Yano, City of National City, Roberta Jensen, Caltrans DLA, Sarkes Khachek, Santa Barbara CAG, Summer Anderson-Lopez, Caltrans HQ, Teresa Favila, CTC, Tony Dang, Caltrans HQ, Sustainability, Trina Luo, Caltrans ATP, Victoria Custodio, CDPH, Dillon Fitch, UC Davis, Susan Handy, UC Davis

Key Decisions and Action Items:
No decisions were made, no action items added. The meeting focused on reports and updates.

Item 1. Welcome, opening remarks, introductions, meeting structure

Item 2. Caltrans Office Chief Updates, Charter/org chart
Speaker: April Perez-Hollins
New staff members
- April Perez-Hollins announced she is Acting Office Chief at Caltrans DLA as of the last 5 months. She is co-chair of the TAC.
- Trina Luo is new ATP Program Manager-South, replacing Teresa McWilliams

ATP Technical Advisory Committee charter and organization chart.
- Link to charter: https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/atp/tac/atptaccharterfinal20200226.pdf

- Org chart is being updated.
- Roles and responsibilities of TAC members:
    - Gather, disseminate, exchange information and outcomes from the stakeholder groups you've been selected to represent.
    - Goal is to make ATP work for the entire state of California

Item 3. CTC Updates - Speaker: Laurie Waters
Laurie Waters, Beverly Newman-Burkard and Elika Changizi are the ATP team at CTC

CTC staff recommendations, Cycle 5 (See PPT for more information)
- See PPT presentation for numbers and statistics related to analysis
- Success factors: technical assistance to agencies, all electronic applications, new scope and plan consistency question on application, debriefing with evaluators ensured consistent scoring, feedback from Caltrans on deliverability, best applications of any cycle.
- Needs work: Larger projects = fewer projects. Too many great projects were not funded. The cutoff score is too high; limited funds in program. Applicants need more room to describe non-infrastructure elements, possibly a resource packet. Evaluator comments could still be improved.
- Applications are public record so CTC staff will share links on request; she will share the stats from the presentation.

Other analyses
- Jonathan Matz shared this link to Cycle 5 Analysis: https://bit.ly/ATPCycle5Analysis

Item 4. Caltrans Updates
Reporting - Speaker: Mary Hartegan
- CalSMART Online Reporting Tool required by SB-1 guidelines
    - Ended reporting for Q2 FY 2021. Compliance rate usually 97-98% but in recent quarter rate was 86%. Looking into how this can be improved—sometimes auto-reminders go to inactive contacts when agencies have turnover. Dept is reaching out via list serv & other channels.
    - Reporting website: https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/report
    - Quick-build reporting: 8 quick-build projects adopted for the pilot program. These aren't required through CalSMART. Roll out after vetting results through CTC.

ATP Programmed vs. Allocated Status Update (See PPT for more information)
Speaker: Roberta Jensen
- Summary of each cycle, percemtage of allocation, lapsed funding, and active project information.

Walk and Bike TAC - Speaker: Tony Dang
- External advisory group to Caltrans made of local, regional agencies and nonprofits. Broader than ATP; recently provided meaningful feedback related to policies and other active transportation related documents.

- 2020 SHOPP Complete Streets reservation included set asides of $100M to add active transportation and complete streets features. Initial list of 21 projects took about half of funding; with the other half dept ran a competitive solicitation among districts. Walk and Bike TAC helped develop scoring & prioritizing criteria and structure of solicitation process.
  - Competitive applications: 40 received from all 12 districts totaling $180M (for the $50M that was available); Exec management approved preliminary list of 13 projects from this set.
  - 13 of the 34 SHOPP-funded projects will be separated bikeway facilities or Class IV facilities, demonstrating focus on all ages/all abilities. Also 50K feet of new sidewalk to fill in important gaps.
  - About 89% projects are located in or serve disadvantaged communities. 75% of projects are Main Street (hub areas). Two projects are road diets for traffic calming. This signals shift for dept towards calming.
- Dept is updating Complete Streets policy (last update 2014). Earlier in February began engaging Walk Bike TAC to inform this update. ATP group members also welcome to have input on updates.

Active Transportation Resource Center (ATRC) (See PPT for more information)
Speakers: Emily Abrahams/Summer Lopez
- Upcoming: quarterly webinar series—Perspectives 2021 and Synergy 2021. March 16 Perspectives will highlight Transportation Behavior Change. April Synergy (non-infrastructure 6Es) will highlight Equity. Registration info for webinars in list serv. Sign up for the ATRC list serve at the bottom of the ATRC homepage: http://caatpresources.org/1493

Item 5. COVID Updates
Time Extension Policy
- 2020 Interim Timely Use of Funds Policy Resolution G-20-84. Due to COVID, CTC extended the fiscal year from 2019-2020 into December 2020.
- Period to award construction allocation extended to 12 months, through June 2021.
- Max time extension for all project delivery milestones is 20 months. Amendments to existing time extension can be added to make it 20 months. Roll back to standard timeline on July 30
NI Scope Modifications Process
- COVID 19 Processes for Non-infrastructure and Plans. See https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/atp/2020/covid19process-niandplan20201123.pdf
- ATP General and Technical Info: https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/general-and-technical-information

Conducting Counts During the Pandemic
- See new resource for information: LINK

Item 6. Benefit-Cost Tool for Active Transportation Projects Update - Speaker: Dillon Fitch

- Goals: Understand which ATP benefits can/can't be estimated, understand what data and research are needed to improve estimates, Develop a tool to evaluate ATP project outcomes and compare projects, Design framework for improving tool in the future.
- Task status
  - Literature review of benefits and costs first draft complete June 2020 and guidance meetings in late 2020.
  - NOW: Backend development. conceptual designs, determining which qualitative + quantitative data can be included
  - Interface to be completed Spring/summer 2021
  - Tool guides and training to be completed Summer 2021

Item 7. Active Transportation Count Database Update - Speaker: Emily Abrahams

Goal of Statewide Active Transportation Database (SATDB)

- Improve active transportation data collection by setting statewide methodologies for counting and storing volumes of active transportation users.
- Objectives: Meet data collection & reporting needs of ATP, establish consistency statewide for data collection, Encourage MPOs and local agencies to use methods/tools established, Streamline ongoing & future data collection efforts across the state. Be able to use for FHWA reporting.

Next steps

- Release RFP to universities in March
- Three years to fully develop, Key milestones
- Hope to begin by Fall with contract in place

Item 8. Closing Remarks

Adjourn