

Active Transportation Program Technical Advisory Committee—Meeting Minutes – 10/26/22

Date: October 26, 2022	Time: 9:00am – 12:00 pm	Location: Zoom
Attendees:		
TAC	Tac Facilitators	Notetaker
<ul style="list-style-type: none"> ▪ Laurie Waters, California Transportation Commission ▪ Cathy McKeon, Caltrans 	<ul style="list-style-type: none"> ▪ Dr. Kevan Shafizadeh, CSUS School of Engineering & Computer Science, ▪ Tracy Coan, CSUS-CCE 	<ul style="list-style-type: none"> ▪ Naomi Caietti, CSUS
Active Transportation Support Policy Support and Advisors to the TAC	Project Implementation Representatives	Advocate Stakeholders and Non-Infrastructure
<ul style="list-style-type: none"> • Beverley Newman-Burckhard • C. Sequoia Erasmus • Angela Shepard • Trina Luo • Victoria Custodio 	<ul style="list-style-type: none"> • Aaron Hoyt • Ariana Lopez • Ariana zur Nieden • Cory Wilkerson • Ivan Garcia • Jacob Lieb • Joel Campos • Trinity Smyth • Kathyn Studewell • Kenneth Kao • Keith Williams • Laura Cohen • Maura Twomey 	<ul style="list-style-type: none"> • Jeanne LePage • Jonathan Matz • Kevin Jensen • Oona Smith • John Yi • Jonathan Matz
Other Attendees:		
<ul style="list-style-type: none"> ▪ B Nelson, CCC ▪ Amanda Baker, Caltrans ▪ Theresa McWilliam, ATP ▪ Dancy Yang, DLA ▪ Afrid Sarker, CT 		

Key Decisions and Action Items:

- Decisions: None
- Action Items: None

Item 1. Welcome/Opening Remarks, / Introductions / Meeting structure

- Kevan Shafizadeh started the meeting with welcoming remarks and introduced the TAC chairs. Each attendee participated in roll call to introduce themselves.

Item 2: Caltrans Office Chief Updates

Staff Updates: Cathy McKeon Reporting

- Cathy McKeon reported on progress to date for staff augmentations below
 - Emily Abrahams will be reporting for CaSTA/NI as Summer is on loan to another agency.

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- Angela Shepard, DRISI ATP Reporting
- Holly Murphy, DRISIS ATP Reporting
- Michael Putnam— DRISI database role
- Kendal Lynn is a transportation engineer specialist
- New staff augmentations; open positions and Alfred Sarker; program manager; providing support and assistance for these new roles.
- New faces: thanks for your patience while we staff our vacant roles.
- ATP Technical Advisory Committee and Organizational Chart:
<https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/tac>

Item 3. Caltrans Updates

Speakers: Active Transportation Resource Center (ATRC) Updates on Programs, Partners, and Contracts/Training

- *Angela Shepard/Michael Hutnick Reporting and delivering presentations via PowerPoint.*

ATRC

a. Transition to UC Davis

- New contract is in progress; existing contract expires in December '22.

b. Kit of Parts Update:

- Calwalks – October 28 in Paradise and Los Banos in December '22.
- Demo of a pop-up park to encourage walking.
- As previously reported, to expand SCAG's existing Go Human Kit of Parts to Statewide Usage - a "kit" that contains components of a demonstration project that agencies can use for temporary pop-up events.
- Three agencies N, C, & S.
- Agencies will borrow kits from the ATRC to do demonstration projects and other pop-up events.
- Opportunity for future ATP application community engagement.

b. Evaluation and Technical Assistance

- Updated timeline for Evaluation and technical assistance project, project expected to launch Summer '22, evaluation/framework in Fall '22 and technical/assistance launch Winter '22.
 - Working to assist local agencies gather ATP data.
 - A previously reported; the ATP Evaluation TA Program is to assist local agencies, particularly DACs, in gathering before and after project data for ATP reporting and other project evaluation purposes.
- Three components included in the program:
 - Evaluation - develop a performance metric evaluation plan for ATP.
 - Tailored TA - provide regional TA that focuses on data collection and evaluation for individual projects.
 - Data Display and Infographics - Create infographics with the data (ATP and agencies) and develop ATP Project Profiles.

c. Upcoming training

- Find past webinars and teleconferences & future schedule below.
 - Virtual Live Training - Bicycle Planning and Design Course.
 - Next Course: November 15 and 17 (Register now at link below).
 - ATP Training & Resources - <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/atp/cy6/training-resources2022march.pdf>

d. Other Updates

- a. Newsletter will be converted to a blog once transition to UC Davis is complete.
- b. Contracts:
- c. Statewide Active Transportations – in progress
- d. Performance Metrics – In progress
- e. Benefit Cost Model - Complete

Item 4: Caltrans Updates – Active Transportation Program (ATP)

Speaker: Laurie Waters Reporting; -Presentation provided via PowerPoint slides.

1. Semi-annual Report, October 2022 CTC Meeting
 - Revision to SB1 Accountability and Transparency Guidelines: non-compliant if not reported within reporting period.
 - a. Working through noncompliance agencies on website.

Item 5. ATP Updates:

CTC Staff Reporting

Speaker: Laurie Waters Reporting; -Presentation provided via PowerPoint slides.

1. Draft staff recommendation – release date October 20th.

Laurie provided a detailed report and discussion with the TAC. The summary of report below for this cycle:

- **Engagement this cycle; 115% in site visits this cycle. Augmentation helped to fund more projects.**
 - 96 visits
 - 129 projects discussed
 - 6 branch workshops
 - 15 total workshops
 - 9 central workshops
 - Lessons Learned:
 - Successful site visits: application prepared.
 - Virtual site visit worked and will continue. It does take a lot of planning.
 - Central Workshops: plan how to get more participation for virtual workshops.
 - Branch Workshops; not successful. Will need to rethink and consider in person as next steps.

ATP Feedback/Discussion:

- Staff shared feedback in person; added value and was more personal.

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- More online /hybrid moving forward. Great site visits.
- Consider smaller groups.
- Engagement issues; continue discussion on strategies
- Toolkit; better preparation for site visits.
- Technical assistance to prepare application for Cycle 6-7 cohort.
- Insights gained to information for more engagement and site visits.
- Resource issue/homework to prepare.
- Regional project success at workshop.
- Noninfrastructure; need more help
- Project costs rising each cycle.
- Projects; increase costs in larger projects
- Project funding based on priority of combination of small/medium/large projects.
- Santa Cruz has the largest project.
- Cycle 6; IJA funding at \$650M. Augmentation funding may increase funding.
- Resource issues; grant writing vs implementation.
- Sponsors are more confident to submit ATP applications after seeing other project get awards.
- Application is setup for small and large projects.
- Simplify application, change rubrics, or modify to accommodate small and large projects.
- Grant writing; challenge for resource constrained agencies.
- Two step process to submit application; small application review and invitation to complete larger applications with help from outside team.
- Resource impact to participate; resources may be pulled away from participating on other projects.
- Application is complex.
- Agencies that make ATP a priority is important.
- Assistance can be requested to help with grant writing.
- Application is not user friendly.
- Evaluator selection.
- Challenge is reviews of DAC application submissions.
- Funding Class 3 bikeways; Bay area.

Item 6. Closing Remarks

- Kevan thanked attendees for their participation.
- Benefit Cost tool; send to Beverly.

Adjourn

The meeting adjourned at 11:35 am.