

Active Transportation Program - Non-Infrastructure Program Guidance

Effective Date: June 11, 2015

The Active Transportation Program (ATP) is a combination of State and Federal funding sources, and covers a wide variety of project types. These guidelines are provided to assist agencies in understanding eligible non-infrastructure expenditures under the ATP.

Operating Expenses

Notes:

- ATP Guidelines state that the CTC Commission’s intention was to fund ATP non-infrastructure pilot and start-up projects that can demonstrate funding for ongoing efforts. The Active Transportation Program funds are not intended to fund ongoing program operations. Agencies should propose non-infrastructure projects that meet the ATP guidance and are sustainable by the agency in the future.
- RFQ/RFP/PIF must be utilized for all consultants. Consultants include but are not limited to experts for walk audits, evaluation-related expenses, League-Certified Instructors, education and outreach consultants, etc.
- Competitive bid / small procurement procedures must be utilized as appropriate.

Operating Expenses	Items
Staff and Benefits	<p>Reasonable part time or full time staff needs (local agency and/or consultants):</p> <ul style="list-style-type: none"> • Salaries and benefits for agency staff needed to support an ATP NI project. • Costs to engage the services of a consultant (either non-profit or for-profit) to support an ATP NI project. <p>Examples include:</p> <ul style="list-style-type: none"> • Salaries and benefits for a SRTS Program Manager. A Program Manager is a person that runs an entire city, county, or some other area wide division that includes <i>numerous</i> schools. • Costs to engage the services of a consultant (either non-profit or for-profit) to manage a SRTS program is also covered as described above. • School Coordinator: a person that runs an individual schools SRTS program. • Pay for a substitute teacher if needed to cover for a faculty attending SRTS functions during school hours. • Costs for additional law enforcement around the school or school routes when students are traveling to and from school during normal school hours. • Crossing guard salaries are <u>not</u> an eligible expense. (see Staff Training)
Staff Training	<ul style="list-style-type: none"> • Training if necessary should be limited to the specific area of training needed. Training should utilize available TARC materials as applicable. Examples of acceptable training are: train the trainer; regional training for school staff and volunteers; actual training of students. • Training for crossing guards is allowable. • General attendance at conferences is not an eligible expense. (See Travel)

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Volunteer Expenses (Parents, misc. volunteers, etc.)	<ul style="list-style-type: none"> Volunteers may be reimbursed for materials and expenses needed for coordination and training efforts. (Example: mileage reimbursement, meals, supplies, and materials). Volunteers cannot be paid for their time.
Communications	<ul style="list-style-type: none"> Phone Service (Does not include equipment – see Ineligible Expenses) Postage/shipping Webinar service Website design and maintenance/updates
Office supplies	Including but not limited to: paper, pens, printer ink, etc.
Travel	<ul style="list-style-type: none"> Mileage/airfare/hotel/per-diem/parking /taxi fare (For necessary staff travel only, not to be used as an incentive.) Auto insurance (e.g. to move bicycle fleets). General attendance at conferences is not an eligible expense. Out of State travel is not an eligible expense. Travel should conform to State or the responsible agency reimbursement guidelines.
Meeting costs	<ul style="list-style-type: none"> Meeting/training rental fees, food for working meals. <i>*Food should be “healthy” and of reasonable cost, an example of reasonable cost is conforming to State reimbursement guidelines including: \$6 breakfast, \$10 lunch, \$18 dinner.</i>
Material Production	<ul style="list-style-type: none"> Graphic design and printing costs associated with education and encouragement materials. It is encouraged to use existing SRTS, bike, or pedestrian educational materials already developed for by the National Center for SRTS, the California SRTS Technical Assistance Resource Center, FHWA, and other states. ** See the California SRTS Technical Assistance Resource Center for educational materials and links. http://www.casaferoutestoschool.org/ <p>** Expenses to design/develop alternative SRTS/Bike/Pedestrian materials (material already available from the above listed sources must be approved by the Caltrans HQ Safe Routes to School Program Manager. (Exception: school walking and/or bicycling route maps.)</p>
Indirect Costs	<ul style="list-style-type: none"> Agencies must have an approved Indirect Cost Allocation Plan/Indirect Cost Rate Proposal (ICAP/ICRP) agreement with Caltrans in order to be reimbursed, or The agency must submit an ICAP/ICRP request in accordance with the options and submission processes found on the Division of Audits and Investigations webpage: http://www.dot.ca.gov/hq/audits/

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Operating Expenses	Items
Ineligible Expenses	<p>These types of items are <u>not</u> eligible operating expenses:</p> <ul style="list-style-type: none"> • Cash, Gift Cards, Gift Certificates • Electronic Equipment: (Computers, laptops, iPads/tablets, iPods/MP3 Players, cell phones, smart boards, projectors, printers, or other electronic equipment.) • Similar items

Direct Program Related Expenses

Notes:

- Purchases must follow local competitive bid / small procurement procedures, which can include receiving multiple (often three) bids to ensure reasonable cost.
- Purchases of items not listed below may be eligible, but must be reviewed and approved by Caltrans in advance of purchase on a project by project basis.
- Unit cost for one item cannot exceed \$50 with the exception of: event insurance, bicycle equipment (as noted), and scanning equipment, all must be “reasonable” costs justified by small procurement procedures.
- Incentives: Allowable incentives are limited to pedestrian and bicycling related educational safety materials. Incentives are classified into two different categories (“Major” and “Minor” items), with different rules and allowances for each category. See tables for additional information. Incentives cannot be purchased for raffles, encouragement, promotional, giveaways, and other similarly intended uses except as allowed herein.
- Equipment: Including bicycles and helmets (see table below) may be provided for use during training and educational events. All equipment purchased for training and educational programs/events (including bike rodeos and/or similar events) are not to be given away. Bicycles & helmets purchased for training/events are intended to be kept and used by the program beyond the life of the project as part of a sustainable ATP program in the community. Helmets should be bought in volume to minimize cost.
- Buy America provisions apply to purchases of iron and steel products and may apply to bicycle purchases. An exception to the Buy America requirement is allowed for purchases of minimal amounts of foreign iron/steel products; this minimal purchase amount is defined as 1/10th of 1% of the total contract or \$2500, whichever is greater.
Buy America requirements do not apply to aluminum or alloy products. Since many bikes are made of aluminum or alloys, some bike purchases may not trigger the Buy America requirements.

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Effective Date: June 11, 2015

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<p>Equipment*</p> <p><i>* For Training / educational purposes only. These items cannot be used for raffles, incentives, prizes, giveaways, etc.</i></p> <p><i>* Unit cost for one item cannot exceed \$50, unless otherwise noted.</i></p> <p><i>* All costs are excluding tax.</i></p>	<ul style="list-style-type: none"> • Bicycles (See Notes) Bicycle cost is limited to: \$250/bicycle • Bike helmets (See Notes) Helmet cost is limited to \$20/helmet • Bike locks and cables • Bicycle Repair Stand (limited to \$150/stand) • Bicycle Patch kits • Bicycle lights • Bicycle lubricants • Bicycle saddle bags • Bicycle tires / tubes • Tire pumps • Bicycle repair tools • Scanner (limited to \$250/scanner) and related equipment (e.g. Barcode tags and bar code readers for computer-based active transportation data collection efforts). Purchase of computers, laptops, etc., are not included in eligible equipment for this purpose. See Ineligible Expenses. 	
<p>Safety gear*</p> <p><i>* Allowable for staff, trainers, and volunteers. Gear must be necessary for the staff member to complete the program work/duties.</i></p>	<ul style="list-style-type: none"> • Bike helmets • Rain gear (including umbrellas) • Safety vests • Stop paddles • Safety cones • Identification badges/pins/sashes • Water bottles and/or bottle cages 	
<p>Incentives - Minor Items*</p> <p><i>*(1) Incentives should be used as rewards for program participation, not given to the entire student body whether or not they participate in a SRTS activity.</i></p> <p><i>*(2) All material must include a safety message.</i></p>	<p>Allowable incentives are limited to pedestrian and bicycling related educational materials.</p> <p>Minor Items are limited to:</p> <ul style="list-style-type: none"> • Punch card holders • Scanning tags or punch cards • Award Certificates: (certificates for achievement or participation, not gift certificates) • Healthy snacks • Reflective items 	<p>Total value of incentives should be limited to no more than \$5 per participating individual.</p> <p>Donated incentive items are not included in the \$5 limit.</p>

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<p>Incentives– Major Items*</p> <p><i>*(1) Incentives – should only be used as reward for outstanding participation or achievement in the SRTS program over the course of a school year.</i></p> <p><i>*(2) Incentives should be used as rewards for program participation, not given to the entire student body whether or not they participate in a SRTS activity.</i></p>	<p><u>Major Items are limited to:</u></p> <ul style="list-style-type: none"> • Bike helmets* (see also Notes) Helmet cost is limited to \$20/helmet (excluding tax). Limited to a maximum of 2 helmets/per grade level/per school year/ per school. <p>Helmets should be bought in volume to minimize cost. Caltrans does not endorse any particular business, and there are many sources for bulk purchases. Some sources that may be helpful are: HelmitsRus.com Prorider.com American Safety/ASHP (Buyashp.com)</p>	<p>Donated incentive items are not included in the limits.</p>
<p>Active Transportation Event - Directly Related Expenses*</p> <p><i>* Only that portion of the expenses directly related to an awarded ATP project are eligible for reimbursement.</i></p>	<ul style="list-style-type: none"> • Event insurance • Volunteers may be reimbursed for materials and expenses needed for coordination and training efforts. (Example: mileage reimbursement, meals, supplies, and materials). Volunteers cannot be paid for their time. • Costs for additional law enforcement needed for enforcement activities. <p><u>Supplies including but not limited to:</u></p> <ul style="list-style-type: none"> • Chalk • Chalk marking sticks • Cones • Barriers/Fences for safe bicycle/pedestrian traffic flow • Tables/Chairs for sign-in areas • Shade tents for sun protection • Easels <p>Supplies must be meet all other expense requirements contained herein.</p>	
<p>Educational Materials*</p> <p><i>* See also Operating Expenses- Material Production</i></p>	<ul style="list-style-type: none"> • Educational materials must be specific to walking and bicycling. (Transit related items are not an eligible component of ATP projects.) • Curricula (e.g. traffic safety, personal safety, violence prevention) • Walking and/or biking: activity & safety books • Parent tip sheets • Bookmarks – with walking / biking safety messages • Training materials, handouts, flyers • DVDs/movies • Walking School Bus guides 	

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<p>Ineligible Expenses</p>	<p>These items are <u>not</u> eligible program expenses:</p> <ul style="list-style-type: none"> • Cash, Gift Cards, Gift Certificates • Electronic Equipment (Computers, laptops, printers, iPads/tablets, iPods/MP3 Players, cell phones, smart boards, projectors, heart monitors, or other electronic equipment.) • Bikes for raffles, incentives, prizes, or giveaways. • Skateboards, Scooters • Incentives (Major or Minor) used for non-SRTS events • Incentives intended to reward simply attending events, but not requiring participation in the program. • Similar items 	<p>Not allowed</p>