

ACTIVE TRANSPORTATION PROGRAM – CYCLE 3

Non-Infrastructure Guidance

Effective Date: April 15, 2016

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 (NI) expenditures under the ATP.

ATP funding sources limit NI activities to: Safe Routes to School program eligible projects and activities listed in 1404(f) of the SAFETEA-LU. Safe Routes to School NI projects are to: encourage walking and biking to school for elementary and middle school children in grades K – 8.

Operating Expenses

Notes:

- Competitive bid processes (RFQ/RFP/PIF, etc.) must be utilized for hiring of 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. • Targeted law enforcement activities around school locations with high pedestrian and/or bicycle injury and/or fatality locations (examples: intersections or walking/bike corridors). These activities cannot be general traffic enforcement but must be tied to a SRTS project. <p>Ineligible Salaries:</p> <ul style="list-style-type: none"> • Crossing guard salaries are <u>not</u> an eligible expense. • Stipends for staff and other personnel are not considered salaries and are <u>not</u> eligible expenses. Staff and other personnel must be hired by the agency or consultant to perform the work.

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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 resource center 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. (Salaries for crossing guards is <u>not</u> eligible.) • General attendance at conferences is <u>not</u> an eligible expense. (See Travel)
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, 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 • Teleconference/webinar services • Website design and maintenance/updates
Office supplies	General 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). • Travel should conform to State or the responsible local agency reimbursement guidelines. • General attendance at conferences is <u>not</u> an eligible expense. • Out of State travel is <u>not</u> an eligible expense.
Meeting costs	<ul style="list-style-type: none"> • Meeting/training room rental fees
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 available from the National Center for SRTS, the Active Transportation Resource Center (ATRC), FHWA, and other states. ** See the Active Transportation Resource Center for educational materials and links. http://www.casaferoutestoschool.org/ <p>** Expenses to design/develop alternative SRTS - bike or pedestrian materials other than 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> <ul style="list-style-type: none"> • Costs to develop custom program logos, slogans, etc. are <u>not</u> eligible costs.
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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Ineligible Expenses	Examples of items that are <u>not</u> eligible operating expenses include but are not limited to: <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
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Direct Program Related Expenses

Notes:

- Purchases must follow State and 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 some specific items identified herein. All costs must be “reasonable” costs justified by small procurement procedures.
- Incentives: are limited to SRTS pedestrian and bicycling related educational materials for children K - 8th grade.
 - Total incentive costs are limited to 5% of the total eligible NI education activity costs.
 - Incentives can only be used for SRTS student (K-8th grade) pedestrian and/or bicycle educational programs. Incentives cannot be used for staff, survey purposes, etc.
 - Incentives are eligible for rewards for participation in a SRTS program over an extended period of time, such as a year-long school walking or biking competition. Incentives are not eligible expenditures for one-time events (such as school assemblies, bike rodeos, training sessions, street events, etc.), nor are they to be given to an entire student body or audience whether or not they participate in an ATP activity.
 - 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:
 - 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.
 - Customization of equipment with program slogans, logos, etc. is not an allowable expense.
- For Federal funded projects only: Buy America provisions apply to purchases of iron and steel products, and may apply to bicycle and other equipment purchases. Federal Buy America rules require FHWA approval prior to the purchase of applicable items. Agencies should schedule 4 – 6 months for approval process. Buy America requirements do not apply to aluminum or alloy products.

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<p>Equipment* <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 Repair Equipment: tools, patch kits, tires/tubes, tire pumps, etc. • Bicycle lights • Bicycle saddle bags • Event Canopies: (limited to \$250/canopy) • Student Scanners (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* <i>* Incentives: are limited to SRTS pedestrian and bicycling related educational materials for children in K - 8th grade.</i></p> <p><i>Incentives are eligible for rewards for participation in an ATP education program over an extended period of time, such as a year-long school walking or biking competition. Incentives are not eligible expenditures for one-time events (such as school assemblies, bike rodeos, street events, etc.), nor are they to be given to an entire audience, student body, etc. whether or not</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"> • Pedestrian and bicycling related educational materials • Award Certificates: (certificates for achievement or participation, not gift certificates) • Healthy snacks • Punch card holders • Scanning tags or punch cards • Small reflective items. (Items are limited to: bike reflectors, reflective wrist bands or zipper pulls, reflective stickers.) 	<p>Total cost for all incentives (major and minor) is limited to 5% of the total eligible NI education activity costs.</p> <p>Total value of incentives should be limited to no more than \$5 per <u>participating</u> individual.</p>

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<p>Incentives - Minor Items* (cont.) <i>they participate in a bike/ pedestrian education activity.</i></p> <p><i>*(2) All material must include a safety message.</i></p>		<p>Donated incentive items are not included in the \$5 limit.</p>
<p>Incentives– Major Items* <i>* Incentives: are limited to SRTS children (K - 8th grade).</i></p> <p><i>Incentives are eligible for rewards for participation in an ATP-SRTS school based education program over an extended period of time, such as a year-long school walking or biking competition. Incentives are not eligible expenditures for one-time events (such as school assemblies, bike rodeos, street events, etc.), nor are they to be given to an entire audience, student body, etc. whether or not they participate in a bike/pedestrian 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>Total cost for all incentives (major and minor) is limited to 5% of the total NI education activity costs.</p> <p>Donated incentive items are not included in the limits.</p>
<p>SRTS Event Related Expenses*</p> <p><i>* Only that portion of the expenses directly related to an eligible SRTS 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, supplies, and miscellaneous materials). Volunteers cannot be paid for their time. • Costs for additional law enforcement needed for event. • Non-educational SRTS focused entertainment is <u>not</u> an eligible expense. Examples include: music performers, art workshops, bicycle or skateboard trick demonstrations, etc. <p><u>Common eligible supplies include, but are 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 • Event Canopies, Easels • Supplies must be meet all other expense requirements contained herein. 	

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<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 (bike and pedestrian safety oriented) • Walking School Bus guides 	
<p>Ineligible Expenses</p>	<p>Examples of items that are <u>not</u> eligible expenses include but are not limited to:</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 over an extended period of time. • Equipment for law enforcement • Transit Passes • Other items deemed ineligible by the ATP program 	<p>Not allowed</p>