



Metro Caltrans Project Delivery Workshop

October 1, 2026



Metro

Housekeeping

Today's meeting is being recorded.



Attendee cameras are off, and microphones are muted.



During the meeting, you will have the opportunity to speak on an item at the end of the presentation by raising your hand. Comments can also be submitted using the Q&A function.

Agenda

1. Welcome & Housekeeping
2. ATP Pre-Award Capacity Building
3. PSE Delivery Process
4. Lessons Learned from City Agency
5. CBO Partnerships and Community Engagement
6. Training and NOFO
7. Closing

Caltrans/Metro ATP Delivery Support Workshop

Oct. 1, 2026



Where This Quarter Fits: A Two-Year Runway



- The full arc runs July 2026 through September 2028, across three parallel lanes: project development, ATP application development, and the optional Metro Grant Assistance track
- Today covers the first quarter — Oct–Dec 2026 — of the project identification and development lane
- Each quarter builds on the last; the work compounds rather than resets
- If you also pursue Metro Grant Assistance, these same steps are the evidence Metro reviews
- Source: ATP Project Development — Metro Grant Assistance Timelines (9-8-26)

Start With Cycle 8 — Learn the Rubric



- Review all Cycle 8 materials — successful applications, comments, and debriefs — not just the highlights
- Build a working command of the ATP scoring rubric and how points are actually awarded
- Translate the rubric into plain terms for management and decision-makers
- Set shared expectations early on what it takes to score competitively
- **Poll Question: Have you requested an ATP debrief?**



How Metro Can Help — and the Points Metro Controls



- **Metro's Grant Assistance Program gives selected local agencies grant writing resources to build competitive ATP applications**
- **Call for projects expected Nov 2027; apply Oct–Dec 2027, with awards announced around Jan 2028**
- **Metro wants evidence of real progress and capacity — the work in this deck is that evidence**
- **Metro also assigns up to 10 points to LA County projects in SCAG's Large MPO competition**
- **Source: metro.net ATP; Metro Board Report 2025-0814**



Prioritize and Select Your Projects



- Screen the candidate list against the ATP scoring rubric, not internal preference alone
- Select projects that can realistically earn points across every scored category
- Confirm internal agency support and alignment before committing staff time
- Narrow to a focused slate you can resource through the full application



Frame the Scope and Rough Costs

- Draft an early scope of work for each prioritized project
- Develop rough order of magnitude costs to test feasibility and scale
- Identify potential match sources and confirm who controls them
- Revisit assumptions as scoping and data collection sharpen the estimate



Define What the Project Actually Does

- Does the project close a gap in the network?
- Does it create a new route?
- Does it remove an obstacle or barrier?
- Does it improve an existing route?
- Map these functions out and document the functional benefits and populations served



Does your project close a gap?

Part B2B-1-1: Gaps and Gap Closures

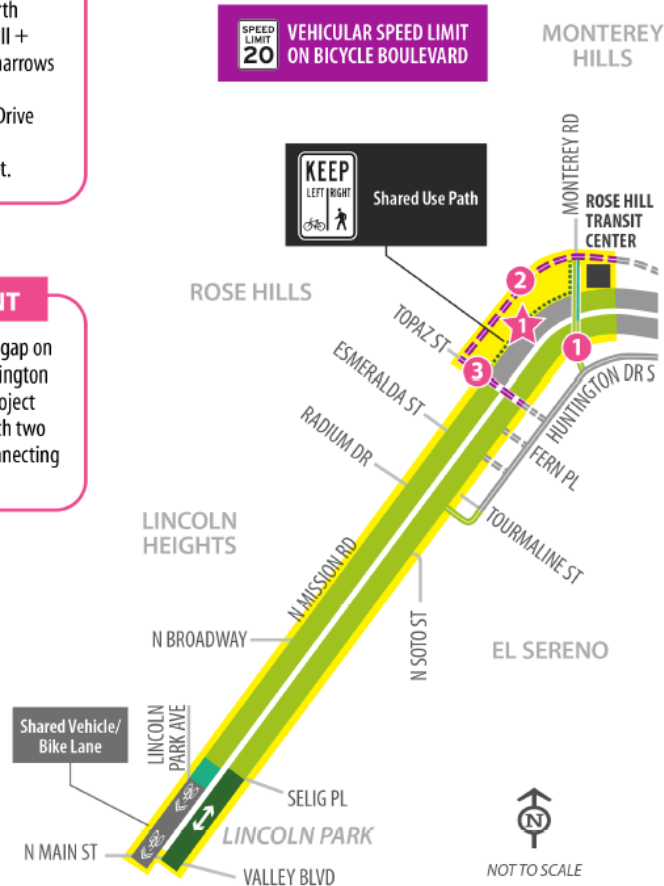
Pedestrian and Bicycle Gaps and Improvements

2 BIKEWAY GAP & IMPROVEMENT

2,863 LF bikeway gap on Huntington Drive North (HDN) is improved with a traffic-calmed Class III + Bicycle Boulevard with added speed humps, sharrows and wayfinding, creating a reliable, safe, and low-stress environment between Huntington Drive Elementary and the Rose Hill Transit Center, connecting trip origins on this residential street.

3 BIKEWAY GAP & IMPROVEMENT

No bicycle infrastructure on this critical 219 LF gap on Topaz Street serving a main access to the Huntington Drive Elementary and residential street. The project delivers a new Class III + Bicycle Boulevard with two raised crossings, sharrows and wayfinding, connecting HD mainline to HDN.



1 BIKEWAY GAP & IMPROVEMENT

Monterey Road (between Huntington Drive North and Huntington Drive South) is a critical connection between the Huntington Drive corridor and surrounding residential neighborhoods, yet currently provides no bicycle facilities.

The Project closes a 1,200 LF bikeway gap by introducing protected Class IV separated bikeways along Monterey Road, completing a key link identified in the Metro Active Transportation Strategic Plan (ATSP).

This improvement delivers a safe, continuous connection between neighborhood trip origins, the Rose Hill Transit Center (RHTC), and the rest of the Huntington Drive corridor improvements, significantly enhancing access to transit and strengthening the overall multi-modal network.

1 PEDESTRIAN GAP & MULTI-MODAL IMPROVEMENT

The Project delivers 1,308 LF of Class I Shared Use Path along Segment 2 (Topaz St. to Monterey Rd.), upgrading existing Class II bike lanes to a fully separated facility shared by bicyclists and pedestrians. This improvement closes a 1,308-foot gap in the pedestrian network, where sidewalks are currently absent on both sides of the corridor despite existing bike lanes. The proposed facility restores continuous pedestrian access, enhances bicycle safety, and strengthens connectivity between Huntington Drive Elementary School and RHTC.

LEGEND

- Class I Separated Bi-directional Bikeway
- Class II Bike Lane (Delineated Bikeway)
- Class IV Separated Bikeway
- Class III Bicycle Boulevard
- Separated Shared Use Path (Pedestrians and Cyclists)
- Project Footprint (Limits)

Does your project create a new route?

Part B2B-2-2: New Routes and Connections for Disadvantaged Communities – Key Community Origins and Destinations (Trip Anchors)



S2 Key Community Origins and Destinations

- 1 Huntington Drive Elementary School (Title I/low income)
- 2 Rose Hill Transit Center (RHTC) (largest transit hub in Northeast Los Angeles)
- 3 Dollar Store Shopping Center (affordable access to services, dental clinic, food, supplies & household items)
- 4 Huntington Drive North (HDN) Community (residential area along frontage road)
- 5 Huntington Drive South (HDS) Community (mixed use area: residences, businesses, services & places of worship)
- 6 Connection to Communities of Monterey Hills (North) and El Sereno (South)

New Routes:

- Huntington Drive Elementary School (1) and RHTC Connection (2)
- HDN Community (Trip Origins) (4) connection to School (1) /RHTC (2) and/or Shopping Center (3)
- HDS Community (5) to RHTC (2) and/or Shopping Center (3)
- Monterey Road as a gateway to/from Monterey Hills (North) and El Sereno (South) communities (6)

Convenient and Logical Routes:

- Located where parcel access is available (no access on mainline corridor)
- Route directness to major community destinations (1, 2 and 3)

Safe and Context-Sensitive Routes:

- Lower traffic stress (less volume and posted speed) than Huntington Drive mainline
- Higher foot traffic (trip origins) than mainline corridor (lack of parcel access)

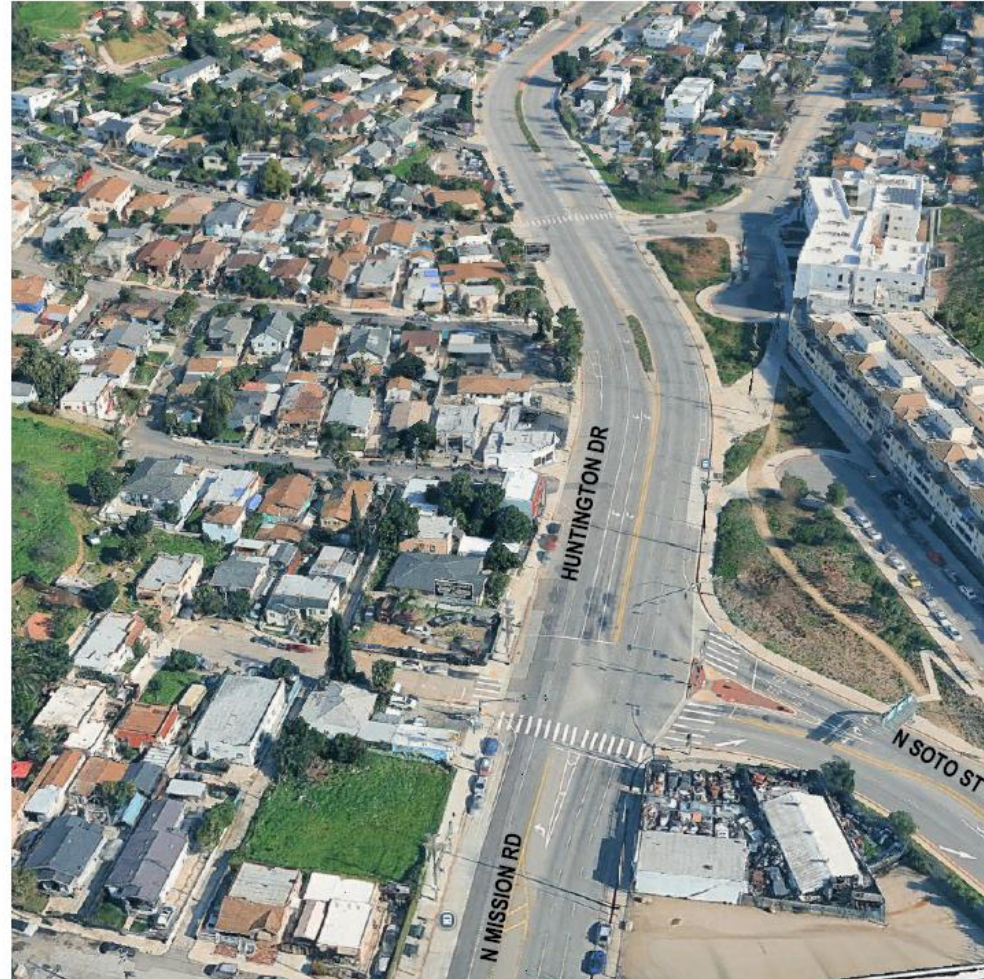
Does your project remove an obstacle or barrier?

Part B2B-3-2: Mainline Corridor as a Barrier – N Mission Road/Huntington Drive

Auto-Oriented Corridor Design

Wide, high-speed, unsafe roadway prioritizes vehicles over people

- **Unbalanced Space Allocation:** 75% of the corridor right-of-way is dedicated to motor vehicle use
- **Excess Vehicular Capacity:** Multi-lane arterial configuration exceeds operational needs (per LADOT reconfiguration guidance), reinforcing auto-dominant design.
- **Limited Crossing Opportunities:** Infrequent crossings reduce connectivity and create barriers between disadvantaged communities and key destinations.
- **Unsafe and Inaccessible Crossings:** Long crossing distances, absence of pedestrian refuges, and insufficient signal timing compromise safety and ADA accessibility for people walking and biking.
- **Design-Induced High Speeds:** Roadway geometry encourages speeds exceeding 40 mph—beyond Safe System thresholds for minimizing severe and fatal injuries.



Does your project improve an existing route?



Active Transportation and Transit Stop Improvements to an Existing Transit Corridor



Transit Priority and Bus Stop Improvements

Convenient, comfortable and safe stops

- 14 new/upgraded bus shelters and amenities, with pedestrian-level lighting
- Transit islands with bicycle separation
- Bus Priority Lanes (0.29 mi) where needed most to contribute to up to a 25% reduction in transit travel time in peak hours.



LEGEND

- Transit in Right Lane Mixed Traffic
- Permanent Bus Only Lane with Right Turn Permitted

B2B-4-2: Overview of Project Connectivity between Los Angeles Union Station (LAUS) to the South and Rose Hill Transit Center (Existing)



Identify and Test Your DACs

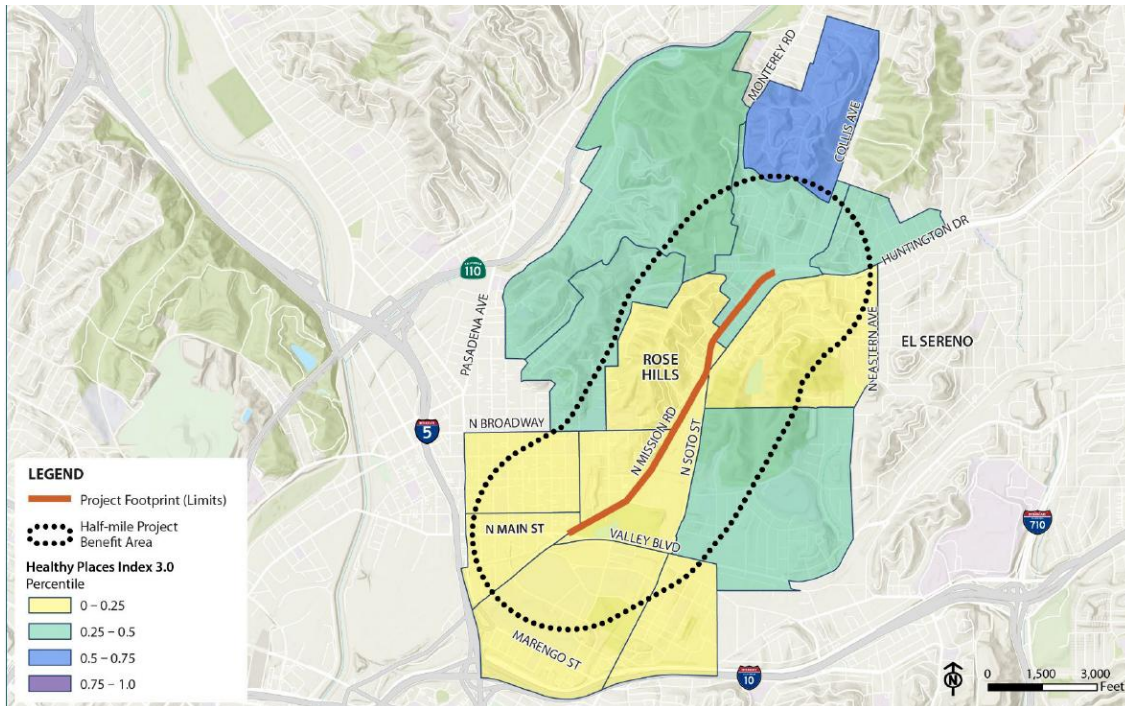
- Understand every potential disadvantaged community definition that could apply
- Test each DAC metric against your project and its benefit area
- Select the metrics that most accurately represent who the project serves
- Design engagement around those metrics from the start, not after the fact



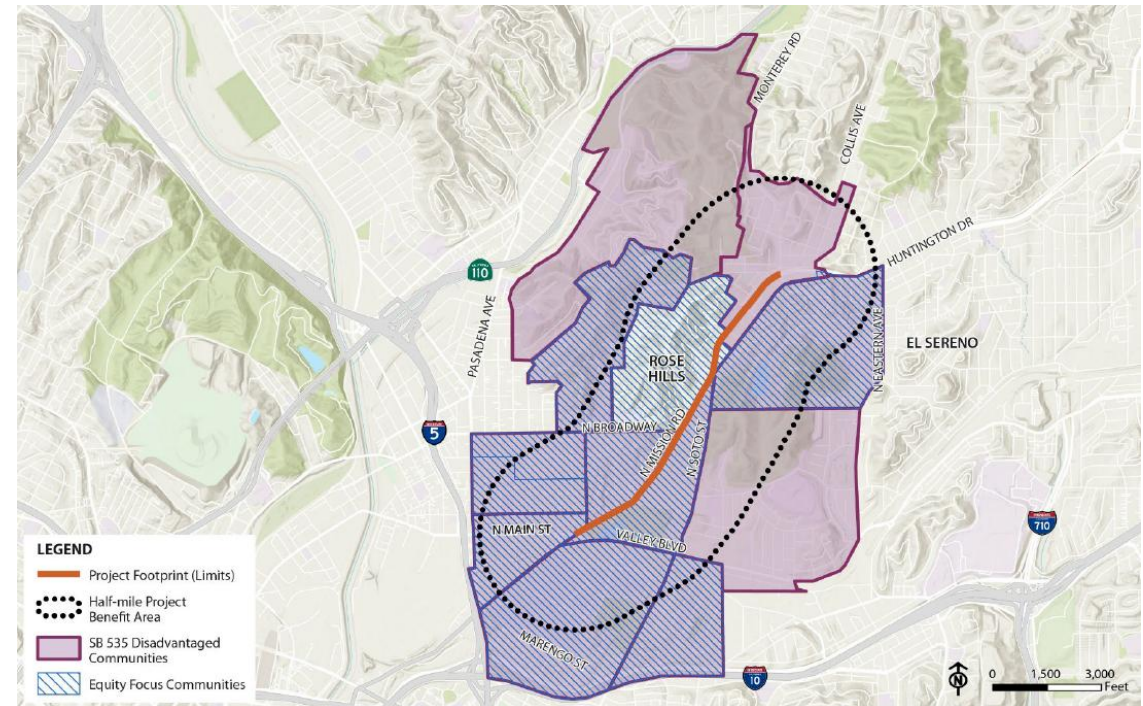
Identify and Test Your DACs

Example: LABOE's Huntington Drive Multi-Modal Transportation Improvement Project: Segments 1 & 2

Healthy Places Index



SB 535 Disadvantaged Communities + Equity Focus Communities



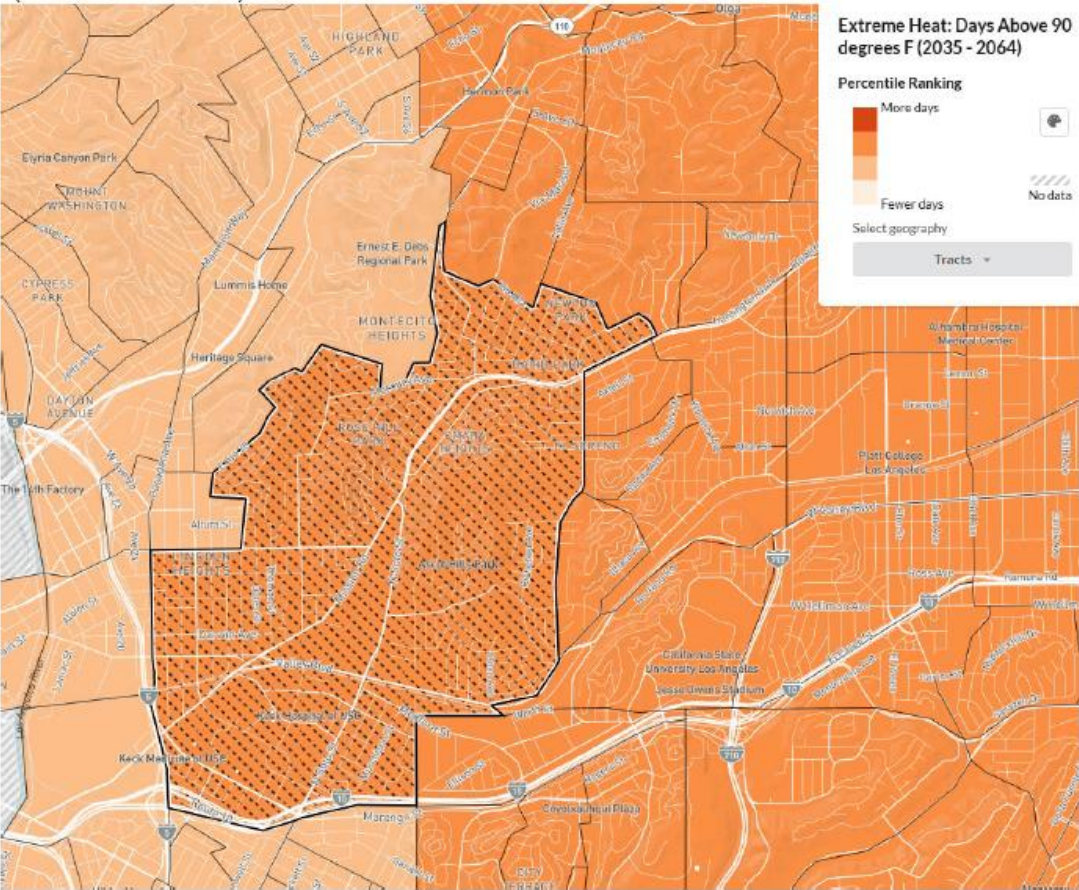
Identify and Test Your DACs



Example: LABOE’s Huntington Drive Multi-Modal Transportation Improvement Project: Segments 1 & 2

California Healthy Places Index 3.0 – Extreme Heat Edition

Using the same pooled geographies along the project alignment (12 Census Tracts)



California CES 4.0

The metrics below represent the 10 census tracts closest to the Project alignment:

Census Tract	Population In Project Area	CES 4.0 Score	CES 4.0 POP (Total Census Tract Population)	CES Percentile	State Senate	Assembly District	Percent Male
6037199110	2335	39.62864858	2,705	74	26	52	54.7
6037199120	3454	46.45310114	4,511	84	26	52	50.7
6037199202	772	45.21138347	3,155	82	26	52	46.4
6037199801	2583	57.560000	2,997	94			48.5
6037199802	1195	57.560000	2,144	94			51.1
6037199900	1982	63.37978387	2,692	97	26	52	49.2
6037201200	922	38.25094293	2,893	73	26	52	53.8
6037201301	3000	42.53488099	4,498	79	26	52	53.1
6037201401	2993	43.74745313	4,693	80	26	52	48.9
6037201402	1417	52.15745947	4,995	90	26	52	52.5
6037203100	433	65.9873472	4,498	98	26	54	46.9
6037203300	1094	77.3490968	2,000	100	26	54	42.2
	22,178		36,640				



LEGEND

Project Footprint (Limits)

ATP Grant Area

2-mile Buffer 1-mile Buffer Half-mile Buffer

Schools DAC Non-DAC

PUBLIC ELEMENTARY SCHOOLS WITH SAFE PROXIMITY TO PROJECT (INCLUDED IN DAC CALCULATIONS)

- | | |
|-----------------------|-----------------------|
| 1 Huntington Drive ES | 5 El Sereno ES |
| 2 Gates Street ES | 6 Murchison Street ES |
| 3 Griffin Avenue ES | 7 Farmdale ES |
| 4 Glen Alta ES | |

MIDDLE, HIGH, AND CONTINUATION SCHOOLS WITH ENROLLMENT AREAS THAT INCLUDE THE PROJECT (INCLUDED IN DAC CALCULATIONS)

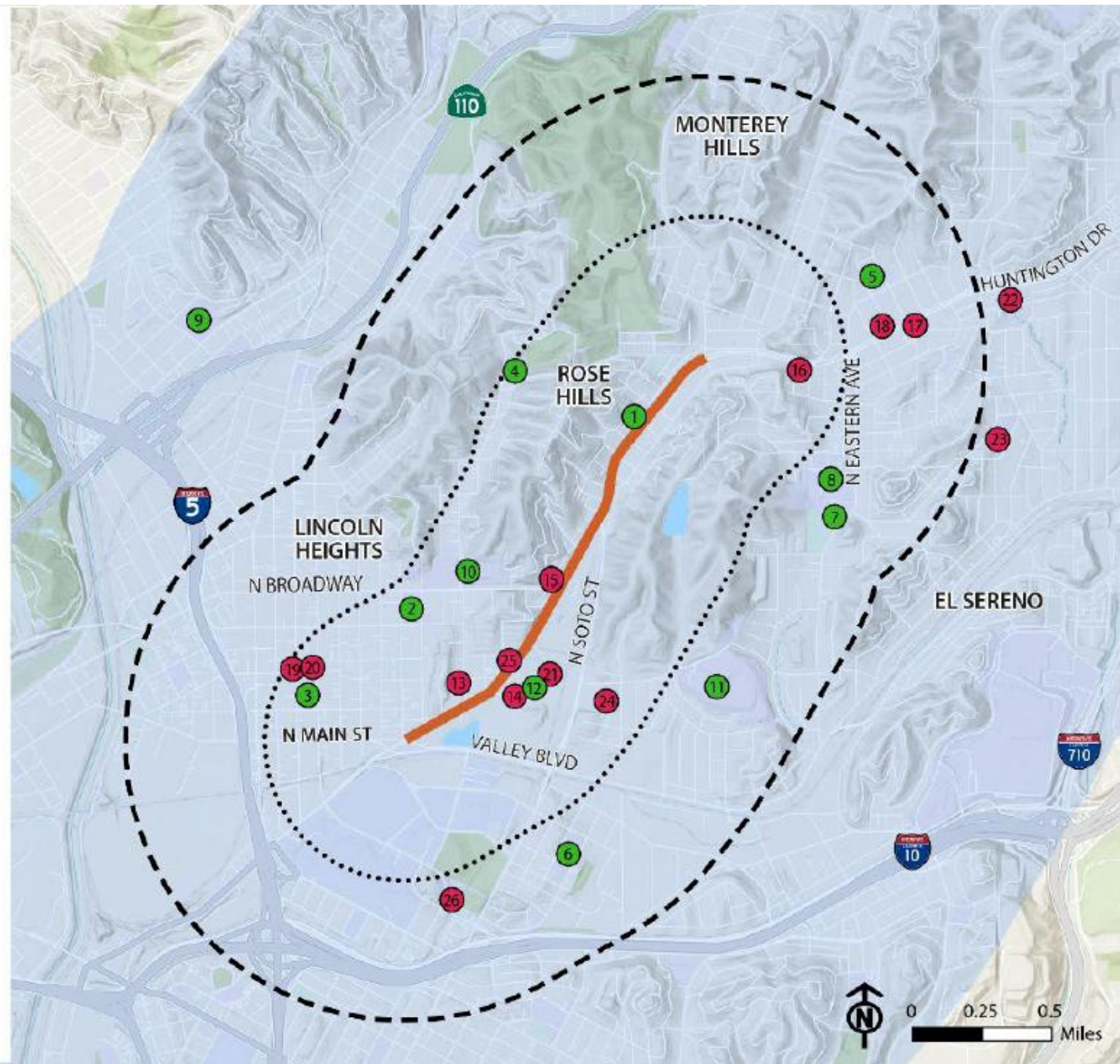
- | | |
|---------------------------------------|---|
| 8 El Sereno Middle School | 11 Woodrow Wilson Senior High |
| 9 Nightingale Middle School | 12 Pueblo de Los Angeles Continuation High School |
| 10 Abraham Lincoln Senior High School | |

OTHER EDUCATION/TRAINING CENTERS IMPORTANT TO THIS "LEARNING CORRIDOR"

- 13 Amistad Preschool
- 14 Five Keys Charter School
- 15 Village Learning Center
- 16 Anawakmekak International Baccalaureate World School
- 17 Anawakmekak International Baccalaureate World School—Xinaxcalmekac Academia Semillas del Pueblo Community School
- 18 College Bridge Academy
- 19 Sacred Heart Elementary School
- 20 Sacred Heart High School
- 21 East Los Angeles Skills Center

MAGNET AND CHARTER SCHOOLS, AND PUBLIC ELEMENTARY SCHOOLS WITHIN THE AREA, BUT NO SAFE ACCESS/NO PROXIMITY TO PROJECT (NOT INCLUDED IN DAC CALCULATIONS)

- | | |
|---------------------------------------|-------------------------------------|
| 22 Chavez Elementary School | 25 Ednovate-East College Prep |
| 23 Sierra Park Elementary School | 26 Bravo Medical Magnet High School |
| 24 Multnomah Street Elementary School | |



Build the CBO and Community Engagement Plan



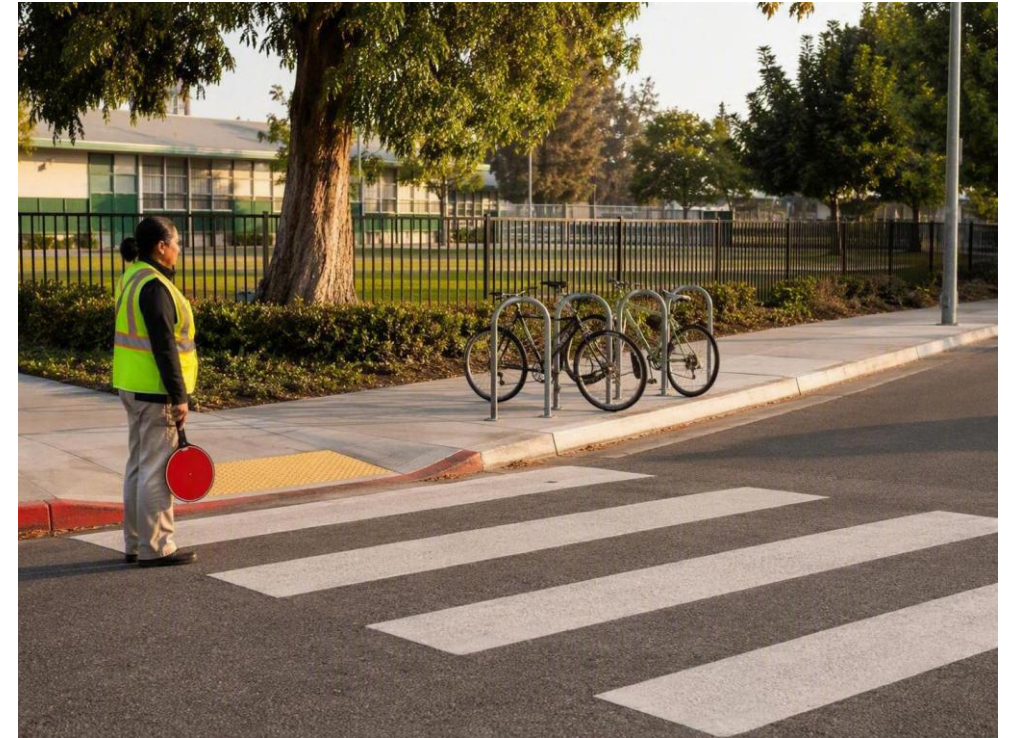
- **Review existing plans and other community engagement records**
- **Sketch out a plan to engage residents, businesses, and community-based organizations**
- **Keep the plan consistent with the project and the DAC metrics you selected**
- **Plan to begin engagement early — relationships take longer than schedules assume**



Engage Schools and Community Partners



- Reach out to schools and school communities early on Safe Routes to School and non-infrastructure projects
- Use the Safe Routes Partnership's 6 E's framework — Engagement first: listen to students, families, teachers, and school leaders
- Form a task force that pulls together the school, district, city, and parents around shared goals
- Align engagement with the DAC metrics and benefit area you defined
- Source: Safe Routes Partnership — The 6 E's; Defining Roles and Partnerships



Secure Approvals and Engineering Budget



- **Brief senior management in every affected department**
- **Secure support from elected officials, key committees, and boards**
- **Obtain the engineering budget needed to advance scoping and design**
- **Lock approvals in before deadline pressure narrows your options**



Begin Context-Sensitive Scoping

- **Start scoping that responds to the specific context and community**
- **Collect the data that will support scoring and design decisions**
- **Map existing conditions, network gaps, and the project benefit area**
- **Build the record now that the application will later draw on**



Line Up Your Support Resources

- **Assess needs across community engagement, engineering, graphics, GIS, and grant writing**
- **ATP is graphics-intensive — high-quality graphics can run \$50K–\$100K or more**
- **Identify gaps your internal team cannot realistically cover**
- **Begin contracting with consultants if desired — procurement takes time**



The Four Dates to Work Backward From



- **Sep 30, 2027 — target 15–30% engineering for small/medium projects; 90% design for large infrastructure over \$10M**
- **Nov 2027 — Metro Grant Assistance call for projects; apply Oct–Dec 2027**
- **Jan 2028 — Metro grant assistance awards announced; CTC virtual walk audit**
- **Jun 2028 — ATP application due; submit a couple of days early**
- **Everything in this deck is what makes those dates achievable**

CALTRANS OVERSIGHT PROCESS ON PROJECTS

- ▶ Date: Thursday, October 1, 2026
- ▶ Time: 9:30 AM - 10:00 AM

Presenter:

Refugio Dominguez

Senior Transportation Engineer

Office of Design C



Education: I graduated from Cal Poly Pomona in April 1989 with BS in Civil Engineering.



Experience: I have been working for Caltrans since 1989. I went thru a 3 year rotation in various departments (Design A, Hydraulics, Traffic Investigations, and Construction).



I became a Senior in 1997 in the Office of Design D. From 1999 to 2000, I was the District's Quality Coordinator and worked with quality teams to come up with ideas on how to improve the existing process used within the organization.



That is my experience. All Caltrans.

The Caltrans Oversight Process Begins at PID, PR, and PS&E Process

- ▶ This Presentation is based on projects that construction cost inside state right of way is more than \$3 million dollars.
- ▶ Projects with a cost of less than \$3 million dollars, do not go thru the Oversight Process. The developer or City can apply directly to Caltrans for an Encroachment Permit and fill an Application and attach plans for review.

Projects **funded and/or implemented by non-Caltrans entities** (e.g., cities, counties, transit agencies, utilities, private developers) **within Caltrans State Highway System (SHS) Right of Way** are delivered under **Caltrans oversight**. Caltrans retains responsibility for:

- Safety and operational integrity of the SHS
- Compliance with State and Federal law
- Quality assurance and stewardship

These projects are commonly referred to as:

- **Local Public Agency (LPA) projects on the SHS**
- **Privately funded projects**
- **Special funded projects**
- **Encroachment permit-driven projects**



The Caltrans Oversight Process Begins at PID, PR, and PS&E Process

- ▶ Before we continue forward, let's define PIR, PR, and PS&E Process
- ▶ PID - Project Initiation Document such as Project Study Report (PSR), Noise Barrier Supplemental Study Report (NBSSR), etc.... (Phase K)
- ▶ PR - Project Report (Phase 0)
- ▶ PS&E - Plans, Specifications, and Estimate (Phase 1)

- ▶ Note: The PID and PR need to be prepared following the Caltrans Project Development Procedures Manual (PDPM). The Plans need to follow the Caltrans Plans Preparation Manual
- ▶ Note: Before the Oversight Process Starts, MTA or Local Agency or (Developer) and Caltrans need to have Coop Agreement or (Highway Improvement) in place (Chapter 16, PDPM).



COOPERATIVE AGREEMENT

- ▶ According to California law, Caltrans is the agency assigned to plan, design, construct, operate, and maintain the State Highway System. Whenever there is an exchange of effort, funding, or materials between Caltrans and a public entity regarding the planning, design, or construction of an improvement or facility on the State Highway System, a cooperative agreement is required.
- ▶ A cooperative agreement is a legally-binding contract that states the rights, duties, decisions, and commitments made between Caltrans and one or more public entities to plan, design, and construct projects in accordance with the authorizing documentation.
- ▶ Cooperative agreements ensure that partners complete all their obligations according to Caltrans' policies and procedures, applicable Federal Highway Administration (FHWA) policies and procedures, and State and federal laws.
- ▶ Cooperative agreements must always be signed by all partners prior to the beginning of any exchange of effort, funding, or materials.
- ▶ Caltrans has no legal authority to pay for costs incurred by another partner in the absence of a cooperative agreement. Likewise, Caltrans cannot seek reimbursement for performing work on a cooperative project prior to having an executed cooperative agreement.
- ▶ Caltrans uses a “Boiler Plate” Coop Agreement Format with Pre-determined language. If a Coop Agreement deviates from such language as minor as it can be, the approval process takes longer since we get Legal Unit involved.



Types of Coop Agreements

- ▶ We have thirteen (14) types of Agreements, but the typical four (4) are as shown below:

Standard cooperative agreement – is a two-partner agreement between Caltrans and a public entity involving one or more project development and construction components of a design-bid-build project type. The standard cooperative agreement is the most common type of cooperative agreement, about 80 percent of all cooperative agreements developed annually.

Formal Cooperative Agreements

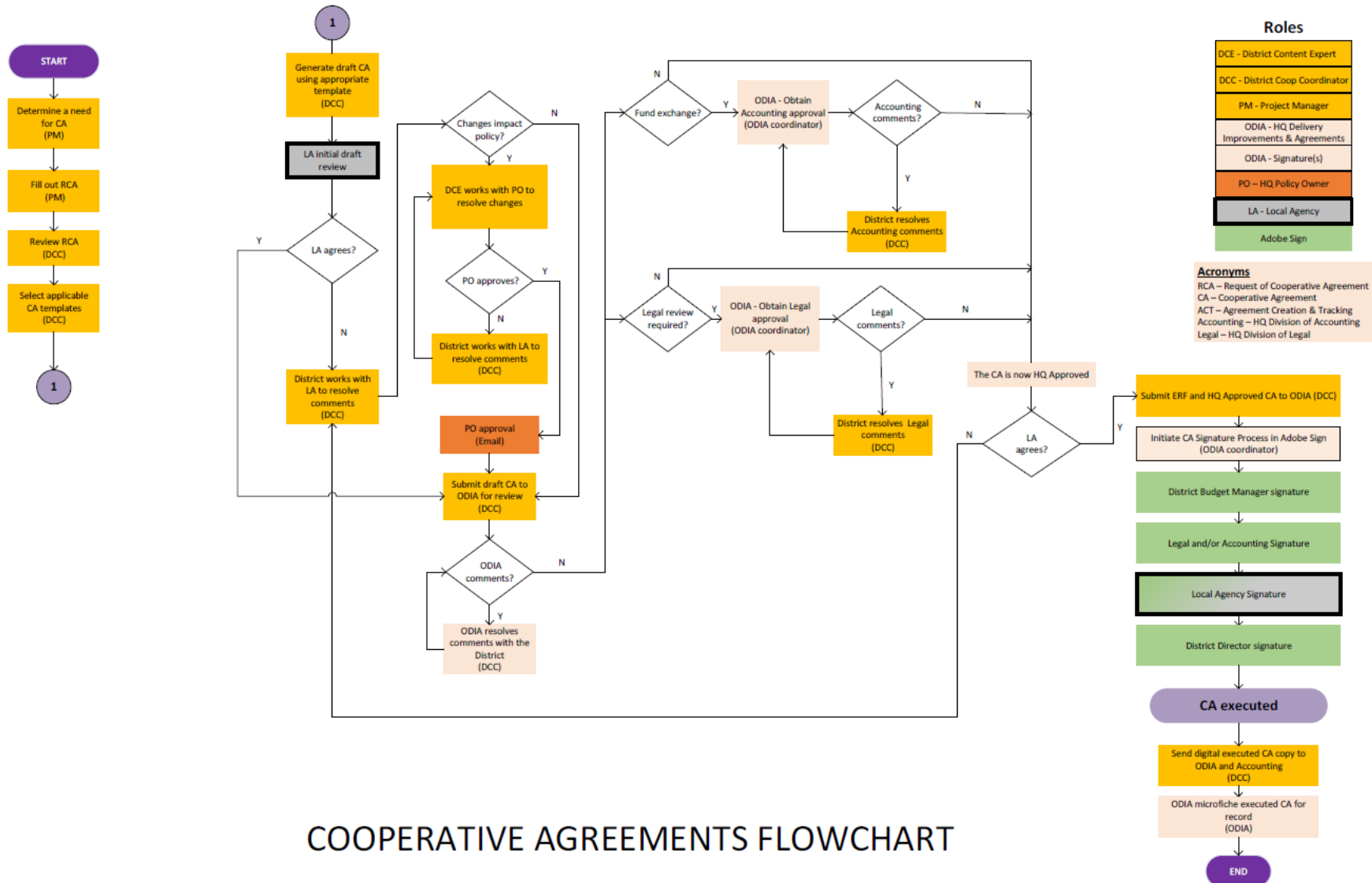
Though the standard cooperative agreement is by far the most common agreement, cooperative agreements are also prepared for the following situations:

Project development agreement – documents the terms and conditions between Caltrans and one or more public entities to complete the project development and construction components of a design-bid-build project type.

Relinquishment agreement – is a type of cooperative agreement. It documents the terms and conditions under which Caltrans relinquishes 1) any portion of a State highway or facility, including outer highways, to either a city or county 2) a park-and-ride lot to either a county transportation commission or a regional transportation planning agency (RTPA).

Highway improvement agreement (HIA) – allows private entities to design and construct projects on the State Highway System that exceed \$1,000,000 in capital construction cost and are 100 percent funded by the private entities. Caltrans is reimbursed for all of its oversight costs. Refer to the [Cooperative Agreement Handbook](#) and the [Encroachment Permits Manual](#) for additional information.





The Caltrans Oversight Process Begins at PID, and continues through PR, and PS&E

- ▶ At Each phase, the MTA Engineering Consultant will prepare respective package and the Caltrans “Oversight Engineer” or “Caltrans Project Manager” will be the focal point of contact.
- ▶ The focal point is the main contact to simplify lines of communication. The focal point needs to be involved in all meetings. If a focus meeting is needed with a particular Caltrans Unit to go over an issue, the focal point needs to be involved (e.g. environmental studies, utility issues, traffic analysis, accident data, etc....)
- ▶ The Caltrans Units that review the PID, PR, or PS&E are Design, Traffic Design, Traffic Electrical, Traffic Safety, Traffic Management, Maintenance, Hydraulics, Utilities, Environmental Hazardous Waste Unit, etc....



PROJECT INITIATION PHASE (PID)

- ▶ MTA Consultant to prepare the respective PID Document based on Caltrans PDPM. For format to follow see: Appendix A, Appendix L, or Appendix S.
- ▶ The PID is a typical report that includes Introduction, Problem, History, Alternatives, Impacts and Costs for every Alternative.
- ▶ The purpose of the PID is to have a document to present to CTC and request for funding. The PID programs the project. It programs the construction cost, the support costs, the right of way costs, the utility relocation costs, etc...

The PID records Caltrans':

- Approval of the project (as defined by the scope, cost and schedule) to compete for State Transportation Improvement Program (STIP) or State Highway Operation and Protection Program (SHOPP) funds; or
 - Conceptual approval (as defined in this chapter) of projects-funded-by-others.
- ▶ There are four major documents to be attached to ensure a complete package:
 1. Environmental Document (EIS/EIR, Neg Declaration/FONSI, CE/CE)
 2. R/W Certification on Utilities, Land Acquisitions, Easements
 3. Hazardous Waste Assessment (HWA) on contaminated soil such as ADL
 4. Utility Clearance of utilities to be protected in place, relocated, removed, etc...
 - 5. Other Supplemental Documents are Design Standards Decision Document (DSDD), CSDD (Complete Street Decision Document), Storm Water Data Report (SWDR), Project Estimate, and Preliminary Plans



PROJECT REPORT PHASE (PR)

- ▶ MTA Consultant to prepare the respective PR Document based on Caltrans PDPM, Appendix K
- ▶ The PR is a typical report that includes Introduction, Problem, History, Alternatives, Impacts and Costs for every Alternative
- ▶ The PR has to recommend the preferred alternative; this is the main purpose of the project.
- ▶ **The PR re-evaluates the construction cost, the support costs, the right of way costs, the utility relocation costs, etc...**
- ▶ There are four major documents to be attached to ensure a complete package:
 1. Environmental Document (EIS/EIR, Neg Declaration/FONSI, CE/CE)
 2. R/W Certification on Utilities, Land Acquisitions, Easements
 3. Hazardous Waste Assessment (HWA) on contaminated soil such as ADL
 4. Utility Clearance of utilities to be protected in place, relocated, removed, etc...
 5. Other Supplemental Documents are Design Standards Decision Document (DSDD), CSDD (Complete Street Decision Document), Storm Water Data Report (SWDR), Project Estimate, and Preliminary Plans



DESIGN PHASE (PS & E)

- ▶ MTA Consultant to prepares the plans based on Caltrans Plans Preparation Manual
- ▶ The Plans are based on the recommended alternative
- ▶ There are four major documents to be cleared in order for the project to be advertised for construction:
 1. Environmental Document (EIS/EIR, Neg Declaration/FONSI, CE/CE)
 2. R/W Certification on Utilities, Land Acquisitions, Easements. **Any right of way take could take 2 years if owners do not agree on such take. Even a Temporary Construction Easement can be as difficult as a Part or Full Take. (DELAYS)**
 3. Hazardous Waste Assessment (HWA) on contaminated soil such as ADL
 4. Utility Clearance of utilities to be protected in place, relocated, removed, etc...**Any Utility Impact requires an agreement with a public utility and such agreement can take a minimum of 1 year. (DELAYS)**
 5. Other Supplemental Documents are Design Standards Decision Document (DSDD), CSDD (Complete Street Decision Document), Storm Water Data Report (SWDR), Project Estimate, and Preliminary Plans



PLANS

- ▶ A typical set of plans must have the following plans based on the scope of work:

Title Sheet

Typical Sections

Layouts

Drainage Plans

Utility Plans

Pavement Delineation and Sign Plans

Quantity Sheets

Landscape Plans

Electrical Plans



SPECIFICATIONS

- ▶ The Project Specifications are supplement the Standard Specifications. These Specifications are unique to this project and contractor needs to follow them step by step. Typical Specifications are:
- ▶ Environmental Specifications related with Air Quality, Bird Nesting, Environmental Permits during construction
- ▶ Traffic Specifications that include Lane Closure Charts. The lane closure charts are to be provide by the Caltrans District Traffic Manager (DTM) Unit. These are probably the only Specs that must be 100% provided by Caltrans.
- ▶ Soil Handling such as Aerially Deposited Lead
- ▶ Type of Aggregate Base
- ▶ Type of Asphalt to be used



ESTIMATE

- The Estimate is composed of 3 parts. Part 1 includes all the Bid Items that the contractor will bid to construct per plans. Part 2 items are called Supplemental Items which the contractor does not bid but we might need to do such work but it is hard to measure or calculate such effort. These items should be less than 5% of the total project cost. Part 3 items are items that the Resident Engineer needs to have money to pay for such as Permits, Training, Stormwater, etc.....
- Regarding the Bid Items, have the respective supporting units (Traffic Design, Hydraulics, and Landscape, etc....) provide their items with respective prices.

- ▶ In Design, our goal is to have a set of Plans, Specifications, and Estimate that is Buildable and Biddable. We need to produce a PS&E that is clear and concise. A PS&E that will not create Construction Change Orders.
- ▶ To ensure a Quality Product, in Caltrans, we circulate the PID, PR, and PS&E within all the various Caltrans Units for comments.
- ▶ Such reviews are done at the Draft and Final PID or PR stages.
- ▶ For Plans, the reviews are done at the 60% and 95% Levels.
- ▶ The 60% level is only plans (see next slide)
- ▶ The 95% Level is when we have Plans, Specs, and Estimate completed (see next slide)



DISTRICT 7 DESIGN QC/QA REVIEW CHECKLIST FOR PRE-60% & 95% PS&E DESIGN PACKAGES		Revision Date: 12/1/2020 Contact: Dist Design Liaison	
EA (EFIS Proj ID): _____		Co-Rte-PM: _____	
Peer Reviewer (QC): _____		PE Name _____	
Design Senior (QA): _____		Deliverable Pre-60%, Pre-95%	
<i>I certify that a thorough and complete quality review has been performed:</i>			
Peer Reviewer signature _____		Design Senior signature _____	
Date _____		Date _____	
Key Quality Issues		60%	95%
1	Completed Design Information Bulletin No. 78 - Design Checklist. https://dot.ca.gov/-/media/dot-media/programs/design/documents/dib78-04-a11y.pdf		
2	Transportation Management Plan/Data Sheet has been developed.		
3	Preliminary materials investigation conducted.		
4	Development of workable construction staging plans and shown on plans.		
5	Specification for traffic handling & lane closures are included.		
6	Conflicts with on-going projects identified.		
7	Adequate construction right-of-way identified and drawn on plans.		
8	Identification and avoidance of section 4(f) properties.		
9	All necessary permits to construct identified or acquired.		
10	Confirm adequate access for residents & businesses in areas under construction is provided. If not, PE has action plan to address the limited access and addressed possible cost and schedule increase.		
11	Necessary construction details covered in project plans		
12	Work shown on plans is adequately described in Std Specs or SSPs.		
13	Utility plans conform to Caltrans policy on high & low risk facilities.		
14	Hazardous Waste sites identified and mitigation plan developed.		
15	Proposed "work-arounds", if needed, are clearly defined.		
16	Drainage interface with adjoining projects.		
17	Consistency between roadway and structure plans.		
18	Materials Report has recommendations for embankment foundations and settlement estimates.		
19	Sign plans are covered in construction staging.		
20	Staging plans show how traffic is being handled for each traffic stage.		
21	Exception to policy approvals are either approved and attached or have been identified and in process for approval.		
22	Initial site assessment is completed and associated costs are addressed in total project cost and delivery schedule.		
23	Design flexibility in multimodal design with context sensitive solutions are assessed and addressed		
24	Agreements (Cooperative, Maintenance, and Freeway) needs are identified, addressed and subsequent updates and revisions are in process.		
25	Assess if a Modified Access Report (MAR) is required and verified by the DDL. If needed, Engineering and Operational Acceptability (EOA) is obtain from FHWA and documented in the DPR/PR.		



DISTRICT 7 DESIGN QC/QA REVIEW CHECKLIST FOR PRE-60% & 95% PS&E DESIGN PACKAGES

Revision Date: 12/1/2020

Contact: Dist Design Liaison

EA (EFIS Proj ID): _____

Co-Rte-PM: _____

Directions: V = Approved/Accepted, U = Unavailable, I = Incomplete, P = Pending, N = Not Applicable

Page 1 of 3

Key Quality Issues (Continued)		60%	95%
26	Materials Report has recommendations for slope design.		
27	Railroad involvement identified.		
28	Impacts of construction windows required by Environmental Resource Agencies addressed.		
29	Design, Construction and Maintenance SWPPP issues are addressed, including feasibility of BMP and associated costs.		
30	Conduct a field review with maintenance & construction personnel.		
31	Confirm water carrying median concrete barrier is required or not.		
Key Maintainability Issues		60%	95%
32	Provide MVP's on mainline, ramps and at Emergency Solar Telephones (Call Boxes).		
33	Provide Access Gates every 200 feet in soundwalls (for inspection & maintenance).		
34	Provide Pedestrian Gates and stairs (if needed) around bridges for Inspection Work.		
35	Minimize the use of crash cushions and attenuators.		
36	Verified noise barrier limits and designed based on Noise study and HDM.		
37	Pave all miscellaneous areas such as gore areas and narrow islands.		
38	Provide Maintenance Access at Top & Toe of slopes and the interior of landscaped areas in interchanges, flat areas between interchanges and behind noise barriers where right of way is available.		
39	Eliminate Land Locked Areas and Excess Land.		
40	Provide paving at all miscellaneous areas such as gore and narrow islands.		
41	Provide vegetation control material under new MS or existing MBGR.		
42	Submit preliminary plans to Maintenance Support Branch and Maintenance Field Office for comment, as needed.		
Key Safety Issues		60%	95%
43	Provide adequate acceleration lengths to safely merge onto the freeway and decelerations lengths when exiting.		
44	Are Clearance requirements of HDM Chapter 304.2, (Slope to Right-of-Way Line) and Chapter 309 (Horizontal, Vertical, Tunnel, Lateral for Elevated Structures, Structures Across or Adjacent to Railroads) met?		
45	Are Horizontal and Vertical Design standards met, including sight distance, set backs and clear area when designing landscape planting and irrigation systems?		
46	Provide Standard Lane and Shoulder Widths at all locations (HDM 302.305).		
47	Provide Sight Distances per HDM 201 and 405.		
48	Check truck turn radius		
49	Ensure that the Grading on Loop Ramps does not impair Sight Distance.		
50	Where practical, signing and lighting facilities should be located adjacent to outside shoulders not in the median.		
51	Traffic Control Boxes should be located as far away from the edge of shoulder as practical or be placed behind an existing concrete wall, MBGR or bridge abutment.		
52	Place Cable Railing on Retaining Walls where required.		



DISTRICT 7 DESIGN QC/QA REVIEW CHECKLIST FOR PRE-60% & 95% PS&E DESIGN PACKAGES

Revision Date: 12/1/2020

Contact: Dist Design Liaison

EA (EFIS Proj ID): _____

Co-Rte-PM: _____

53 Ensure proper pavement markings and adequate pavement delineation.

Directions: V = Approved/Accepted, U = Unavailable, I = Incomplete, P = Pending, N = Not Applicable

Page 2 of 3

Key Safety Issues (Continues)		60%	95%
54	Ensure proper MBGR or concrete barrier placement with correct treatments.		
55	Use proper speed for curves.		
56	Use Superelevation to locate "sag point" to prevent drainage problems.		
57	Ensure the placement of safety shapes where req'd at retaining walls and bridge railing.		
58	Bridges with sidewalks shall have fences on top of the bridge railings.		
Additional Comments:			



Permits Needed During Construction

- ▶ Once the Plans and Specs are approved as part of the Oversight Process, the City or Developer need to Apply for a Caltrans Encroachment Permit which consists on an Encroachment Application. The office of design will internally notified the Caltrans Permits Office that the projects has been reviewed and approved and to grant the Encroachment Permit.
- ▶ Coastal Development Permit (CDP) - this permits is needed on all project that are along the coast or near by. For example, projects on Pacific Coast Highway (Route 1) in Malibu, Los Angeles, or Santa Monica require a CDP Application to each City
- ▶ U.S. Army Corps of Engineers - this permit is needed every time we need to work on a Channel or Creek (water course of water body)
- ▶ U.S. Environmental Protection Agency - for work in areas of sensitive habitat or wetlands



Permits Needed During Construction

- ▶ U.S. Fish & Wildlife Service - work impacting wetlands and endangered species
- ▶ California Coastal Commission - work on Pacific Palisades, Venice, Marina Del Rey, Playa Del Rey, San Pedro, or Wilmington
- ▶ California Department of Fish & Wildlife - for work in wetlands
- ▶ Regional Water Quality Control Board - for work impacting wetlands, storm water, groundwater, or solid waste disposal sites
- ▶ South Coast Air Quality Management District - for emissions and air toxics
- ▶ Southern California Association of Government - for conformity with Clean Water and Clean Air Acts, as well as population growth issues
- ▶ ***Note: all the above Permits except the Caltrans Permit, need to be work on continuously, due to the length of time needed for review and approval.***



QUESTIONS???



5-Minute Break

05:00



Metro

Lessons Learned on Local Programming and Implementation of Projects

City of Burbank

Thursday, October 1, 2026



Agenda



1. Burbank Context
2. San Fernando Bikeway
3. Chandler Bikeway
4. Burbank Bridge
5. Olive Avenue Bridge
6. Conclusion

San Fernando Bikeway

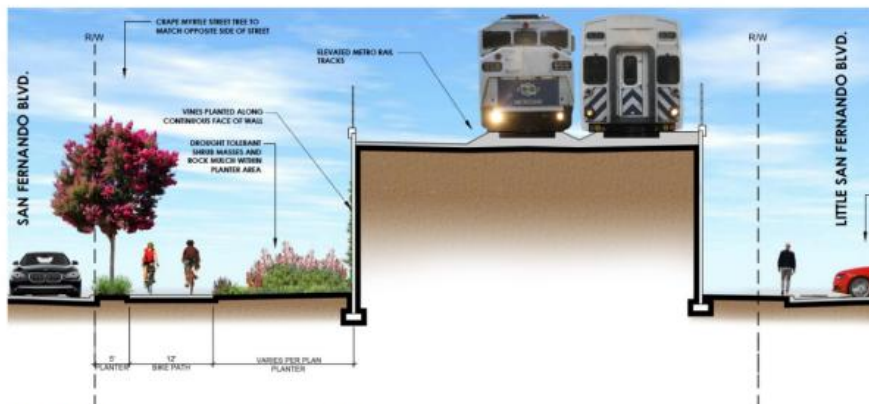
San Fernando Bikeway – Rendering and Proposed Cross Section



PLAN PERSPECTIVE A : BEFORE

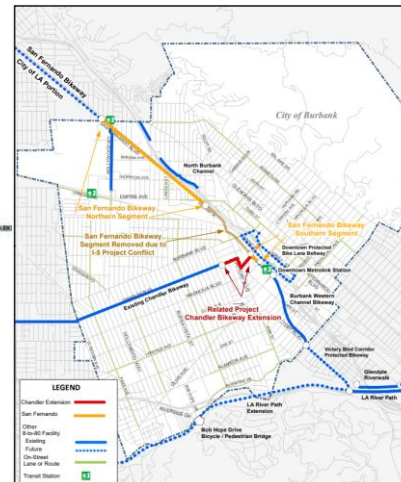


PLAN PERSPECTIVE A : AFTER



PLAN SECTION AT STA. 675+00

1/8" = 1'-0"



- Project overview
 - Three miles of Class I along San Fernando Blvd
 - Project will complete a regional bike path extending from Sylmar to Downtown Burbank
- Lesson learned from project
 - Federal funding and challenges keeping funds alive
 - Collaboration with Caltrans was key through scope changes

Chandler Bikeway Extension

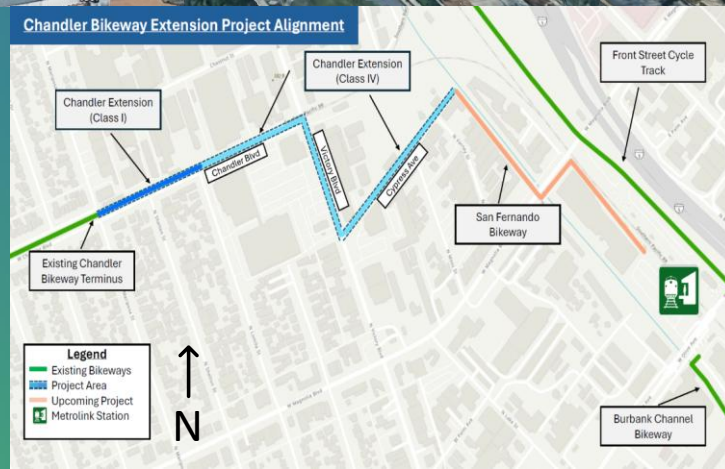


Project Overview

- 0.59-mile project Class I and IV project
- Closes major gap in the regional bike network and expands active transportation access across major infrastructure barriers

Lesson learned from project

- Clear project description
- Gentle follow-up on milestone progress (PES, ESA, Final Determination)



Burbank Bridge

Project Overview

- Left turn bicycle box to facilitate connections between existing bikeways
- No changes to signal phasing, curb and gutter
- Builds upon Caltrans active transportation improvements done at the tail end of I-5 construction

Lesson learned from project

- Understand each group's needs
- Bring solutions to the table
- Establish ROW limits at the beginning



Olive Avenue Bridge Replacement



- Olive Avenue Bridge built in 1959
- Bridge is co-owned with Caltrans
- Regionally significant to City and Region
- City completed replacement feasibility study in March 2026

Lessons learned from project

- Early coordination and communication pays off
- Working with Caltrans to obligate federal funds
- Set realistic timeframes



Conclusion



- Collaborative history with Caltrans going back to 1950s
- Evolving partnership toward creative multi-modal infrastructure
- Clear project description and consistent communication has been key to achieving success
- Early coordination and communication pays off

Questions or Comments?

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Community Development Department

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Metro's CBO Partnering Strategy

Kimberly Fisher, Manager, Office of Equity and Race

Agenda

- Community-Based Organization Partnering Strategy 101
- CBO Database
- Q&A



Community Based Organization Partnering Strategy 101

What is Metro's Definition of a CBO?

A community-based organization (CBO) is an organization* with a mission to improve the environmental, economic, social, cultural and/or quality of life conditions of a common community of interest

**The term “organization” should be broadly interpreted and can encompass groups with formal legal status and unregistered groups, such as block clubs, or other groups that may not have a legal designation yet are still organized to work on collective efforts to benefit their community*

For-profits and government agencies are NOT CBOs

Why does Metro partner with CBOs?

CBOs help Metro achieve more equitable project outcomes through:



Trust



Expertise



Access



What is the CBO Partnering Strategy? (2021)

- > Metro's Community-Based Organization (CBO) Partnering Strategy provides recommendations for fairer contracting with CBOs for professional services.
- > Goals:
 - Strengthen partnerships with trusted community leaders
 - Improve engagement, programs, and policies
 - Create consistency in expectations and processes



Ways We Partner With CBOs



Metro's CBO Database

Types of CBOs In the Database

- **Non-Profit Organizations including 501(c)3, 501(c)4, and 501(c)6** *(includes most places of worship, Community Development Financial Institutions (CDFI), etc.)*
- **Organizations Without Formal Status** *(ex: Block Clubs)*
- **Organizations/Groups with a Fiscal Sponsor**

****Note: Consultants, for-profit entities, and governmental agencies (including Neighborhood Councils and schools) are not eligible to access the database.***



CBO Database Success Story – Union Station ADA Audit

> Union Station ADA Walk/Roll Audit

- 5 CBOs expressed interest, 4 were selected
- 34 folks with disabilities + 18 caregivers
- \$12,000 per CBO
- \$200/ audit participant
- Reimbursed for transportation

> What did CBOs do?

- Recruit audit participants
- Provide feedback and support when reviewing logistical documents
- Support with identifying and prioritizing critical barriers to access (subject matter experts)



**CBOs can register and manage
their account at:**

cbo.metro.net

Metro's CBO Database – Home Page



Click on the A to increase the font size of this website.

A⁺ A⁺⁺

[Sign In](#)

Welcome to Metro's Community Based Organization (CBO) Database



Purpose

Welcome, and thank you for your interest in Metro's Community Based Organization (CBO) Partnership Database. This database is intended for Community Based Organizations. It is not open to external government agencies or for profit businesses (external agencies may submit requests via the link at the bottom right to post opportunities, however.) The term "organization" should be broadly interpreted and can encompass groups with formal legal status and unregistered groups, such as block clubs or other groups that may not have a legal designation yet are still organized to work on collective efforts to benefit their community. If you are a CBO, you can create an account and use this database to manage your



Metro's CBO Database – Key Features

- ✓ Accessibility features (font size, language access, get help, alt text, contrast)
- ✓ CBO profile management, including key organizational contacts
- ✓ Resources tab
- ✓ Search for other CBOs
- ✓ Opportunity Center
- ✓ Message Center
- ✓ Get help

Metro Select Language Click on the A to increase the font size of this website. A+ A** Get Help Log Out

Powered by Google Translate

CBO Profile Search Other CBOs Opportunity Center Messages

Profile Completeness 70%

General Information

- Details
- Network
- Geography Served
- Constituents Served
- Vendor Requirements
- Experience working with Metro

The General Information section is where you will enter basic contact information for your organization. It will automatically show any additional staff contacts after you add at the bottom.

1a. CBO Full Name *

CBO Test Account / Metro Staff

1b. CBO Acronym

LA Metro OCRREI

2a. Address Line1 *

2b. Address Line2

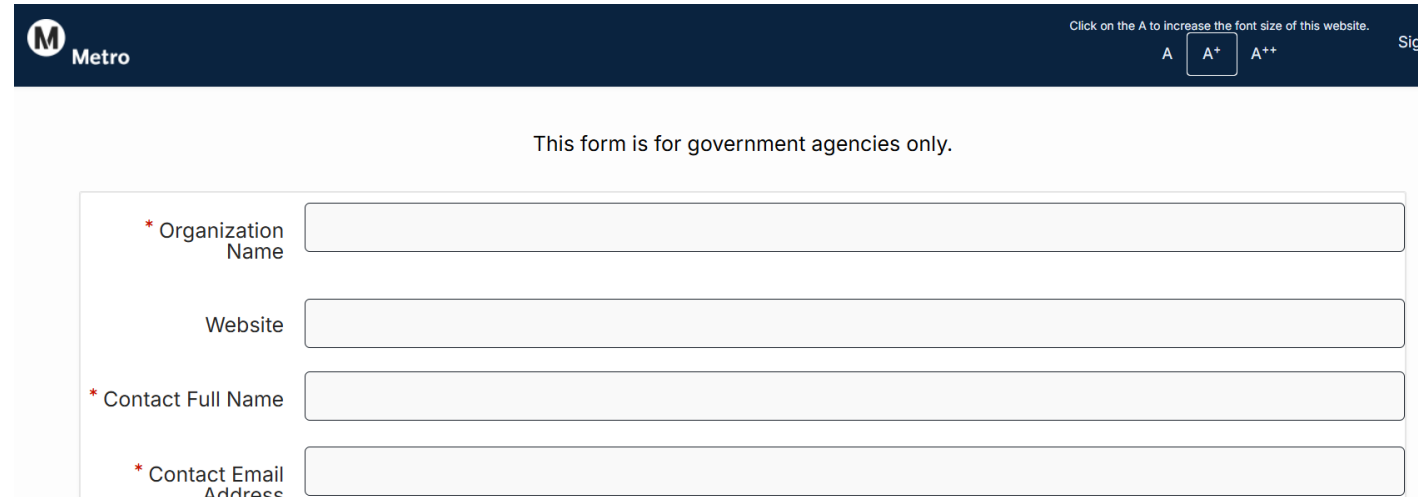
3. City *

NEXT SAVE



Features for External Government Agencies

- ✓ **There is no log-in required!**
- ✓ External government agencies can request to post their partnership opportunities to the Database.
- ✓ External government agencies redirect CBOs to an external website or form in order to express interest in a partnership.
- ✓ This can be found on cbo.metro.net on the bottom of the home page.



The screenshot shows the Metro website's header with the Metro logo and a font size adjustment tool. Below the header, a message states "This form is for government agencies only." The form itself contains four input fields: "Organization Name" (marked with a red asterisk), "Website", "Contact Full Name" (marked with a red asterisk), and "Contact Email Address" (marked with a red asterisk).

External Government Agencies

External government agencies: Are you seeking CBO partners for a project? Using our dedicated form, you can submit partnership opportunities to the opportunity center. If approved, registered CBO users can view your opportunity in our database.

[Register New Account](#)[Sign In](#)[Opportunity Center for External Government Agencies](#)

Metro's CBO Database – Opportunity Center

M Metro

Select Language

Click on the A to increase the font size of this website.

Get Help

Log Out

CBO Profile

Search Other CBOs

Opportunity Center

Messages

Opportunities

Search...

Filter

Not Yet Applied (1)

Opportunity Title	Project Duration	Contact Name	Email Address	Status	Applied
Low Income Fare is Easy (LIFE) Program	29-JUL-25 to 31-DEC-30	Heidi Jackson	jacksonhe@metro.net	Posted	Not Yet Applied

1 - 1

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M Metro

Select Language

Click on the A to increase the font size of this website.

Get Help

Log Out

CBO Profile

Search Other CBOs

Opportunity Center

Messages

[Back](#) [Opportunity Details](#)

Low Income Fare is Easy (LIFE) Program

July, 29, 2025 to December, 31, 2030

Budget for CBO compensation: No ()

Point of Contact
Heidi Jackson

Email ID
jacksonhe@metro.net

CBO Partners Required
16

Accepting Applications

Apply

Status of your CBO Partnering Efforts
Actively Recruiting CBOs

Project Description

The Low-Income Fare is Easy (LIFE) Program provides transportation assistance to qualifying individuals across Los Angeles County. In May 2017, the Los Angeles County Metropolitan Transportation Authority (Metro) Board of Directors approved the LIFE Program to help riders access the transit system by reducing fare barriers and expanding mobility options.

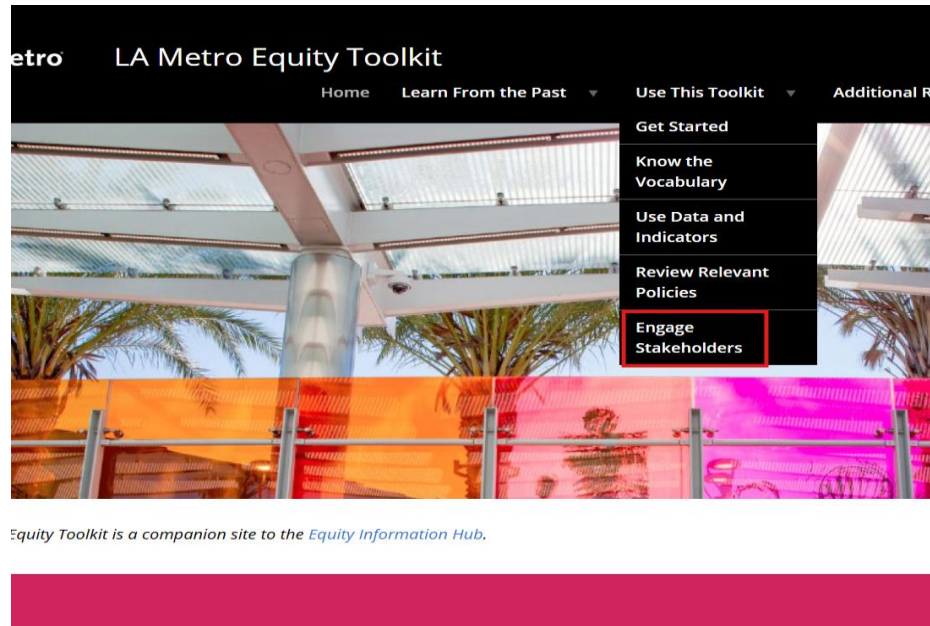
New riders receive 90 days of free rides upon enrollment. After that period, participants can choose between 20 free regional rides each month or discounted fares, valid on any of the 16 participating LIFE transit agencies.

The program also offers additional transportation subsidies to eligible individuals, which may include an \$11 taxi coupon, a variable-value taxi voucher, or a 4-ride transit ticket.

Metro currently partners with more than 300 agencies countywide to connect individuals with these essential transportation resources.

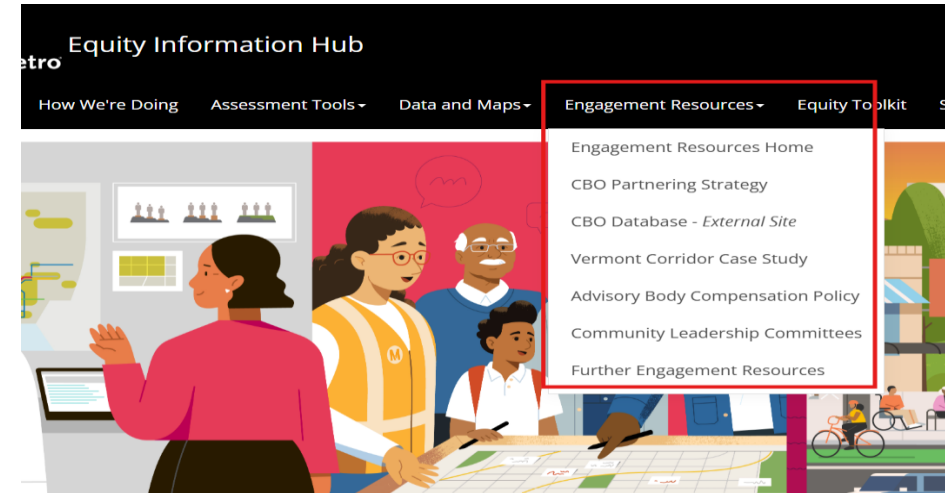


Other Resources from OER



Metro's Equity Toolkit

<https://equitytoolkit.metro.net>



We're working to eliminate disparities and expand mobility for all.

Metro's Equity Hub

<https://equityhub.metro.net>

Questions?

Stay in Touch With OER



Office of Equity and Race
Metro

One Gateway Plaza, MS 99-19-2
Los Angeles, CA 90012

equityandrace@metro.net



cbodatabase@metro.net



metro.net/equity-race



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[losangelesmetro](https://www.facebook.com/losangelesmetro)

Caltrans District 7 HQs – Los Angeles and Ventura County Areas
Office of Local Assistance
Office Chief – Steve Novotny, DLAE

Area Supervisor - Robert Y Wong PE, PMP
213.269.1798
Robert.Y.Wong@dot.ca.gov
April 22, 2026

Local Assistance Training

Local Technical Assistance Program (LTAP)

<https://caltap.org/history-structure>

Local Assistance Training and Resources

<https://dot.ca.gov/programs/local-assistance/training>

Local Assistance official website

<https://www.localassistanceblog.com/>

Poll Question:

A. What important events happen on October 1, 2026?

- Start of new federal fiscal year
- Expiration of the 5 years IIJA provided approximately \$350B federal program
- Local Agency submits CTC action request to Caltrans District Area Engineer for December Meeting
- Local Agency get ready to submit SCAG grandfather project to Caltrans District Area Engineer

B. What important timelines coming up?

- HSIP application deadline on Monday, November 2, 2026.
- ATP staff recommend for Statewide and Small Urban & Rural components posted Nov 2, 2026.
- Middle of November Project nomination for LLP, SCCP and TCEP under SB1.

C. Have you subscribe to DLA email and DLA Blog Notification ?

Local Technical Assistance in California



 CALIFORNIA STATE UNIVERSITY
LONG BEACH
 LTAP Administration, Program Outreach,
Technical Support, Specialized Training

  **TechTransfer**
INSTITUTE OF TRANSPORTATION STUDIES
CTAP Multimodal Engineering, Planning,
COOPERATIVE TRAINING ASSISTANCE PROGRAM Pavement, & Traffic Signal Training

CAL POLY
SAN LUIS OBISPO
BIL discretionary grant program training



Local Assistance Day

Local Assistance Day webinar - **August 11, 2026** 8:30 – 12:00noon

<https://caltap.org/training-detail.aspx?tid=51>

Topics Included:

- Caltrans DLA Updates
- SafeTREC Safety Resources
- HSIP Cycle 13 Call for Projects & Best Practices for Applications
- Office of Civil Compliance on DBE
- Proposed Uniform Administrative Updates
- PES Pilot & Revalidation Training
- Updated Cooperative Work Agreement Schedule
- Competitive Grant Programs
- Upcoming Training Opportunities
- Plus: Meet the new RTPA 2026-27 Moderator!

Project Delivery Time Line

- CTC action request

https://dot.ca.gov/-/media/dot-media/programs/financial-programming/documents/octcl/2027_external_preparation_schedule.pdf

There are seven (7) CTC meetings scheduled in 2027:

First three occurs in odd months: January, March, May

Four take place in even months: June, August, October, and December.

- Federal action request

<https://dot.ca.gov/programs/local-assistance/projects/ab1012>

Obligation Authority Delivery Timeline (PDF)

Cycle 27 Obligation Plan – this FFY

<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/ab1012/fy2027/obligation-plans-cycle-27-template-ally.xlsx>

Subscribe to Latest Notification

Subscribe to the Division of Local Assistance (DLA) Email Notification List to receive timely notices of our publications updates and policy/procedure changes related to federal-aid funding, as well as training opportunities and informative posts from the Local Assistance Blog (LAB).

[Subscribe to DLA Email List | Caltrans](https://dot.ca.gov/programs/local-assistance/other-important-issues/subscribe-to-dla-email-list)

<https://dot.ca.gov/programs/local-assistance/other-important-issues/subscribe-to-dla-email-list>

[Local Assistance Blog – Caltrans Division of Local Assistance](https://www.localassistanceblog.com/)

<https://www.localassistanceblog.com/>

Local Assistance News

- Local Civil Compliance Office Hours: DBE

September 15, 2026 1:30 to 2:30pm

Monthly DBE virtual office hours.

- Local Highway Safety Improvement Program (HSIP) Grant – traffic safety

Deadline: November 2, 2026 - \$370 million – 10% match

- Hazard Mitigation Grant Program – Cal OES – natural hazards

<https://caloes.ca.gov>

Deadline: ongoing basis – no specific awards or amounts

Local Assistance News

Wildlife Corridor and Fish Passage – improve habitats within wildlife corridors or eliminate barriers hindering fish movement.

Deadline: Ongoing. Estimated funding: \$5 million

<https://www.grants.ca.gov/grants/wildlife-corridor-and-fish-passage-2/>

Local Assistance News

US Department of Transportation Federal Highway Administration

Notice of Funding Opportunities (NOFO)
News, Resources, & Webinars

The [FHWA NOFO List](#) is updated periodically with new programs and dates.

The full suite of DOT technical assistance resources can be accessed at

[Search Technical Assistance Resources](#) | [US Department of Transportation](#).

The [USDOT Research Review Winter Edition](#) highlights the Federal Land Management resources, new environmental justice and appraisal training courses, and other Federal Highway Administration (FHWA) Office of Planning, Environment, and Realty (HEP) research topics. The goal is to synchronize and unify efforts to streamline the grant delivery process discretionary grants for the five [Planning, Environment, & Realty offices](#).

View all articles, Notice of Funding Opportunities, and training announcements by accessing the downloadable [USDOT Research Review Newsletter](#).

Local Assistance News

External Partner Online Trainings & Resources

- The [Center for Local Aid Support](#) is sponsoring online training courses for local agencies and tribal nations. The following resources provide anytime, anywhere access to hundreds of training topics designed to meet your individual needs. Please contact CLAS@dot.gov with questions and assistance.
- [Local Aid Support](#) - A series of self-paced online training modules.
- [National Highway Institute](#) - Over 180 web-based courses available, an account will need to be created to access.
- [Institute of Transportation Engineers](#) - 15 online modules for smaller jurisdictions and tribes.
- Visit the [Tribal Technical Assistance Program \(TTAP\) E-Learning page](#) and the [TTAP Online Training Library](#)!
- Several new and updated technical assistance, tools, resources, and services have been launched in recent months to provide support for tribal transportation agencies who are looking to articulate active transportation needs in order to secure funds for projects that enhance safer walking and bicycling conditions in their communities.
- [SafeTREC's Tribal Road Safety Tools & Resources Information](#)
- [Tribal Transportation Safety Assessment Program](#)

Question & Answer

Caltrans Local Assistance

Robert Y Wong

Robert.Y.Wong@dot.ca.gov

213.269.1798



Thank you for attending!