**ACTIVE TRANSPORTATION PROGRAM**

**CYCLE 2**

**PROJECT APPLICATION**

**PROJECT NAME**

|  |
| --- |
| **APPLICANT (Agency name, address and zip code)** |
| **APPLICANT CONTACT (Name, title, e-mail, phone #)** |
| **APPLICANT CONTACT (Address & zip code)** |

|  |
| --- |
| **CO-APPLICANT** (if applicable) **(Agency name, address and zip code)** |
| **CO- APPLICANT CONTACT (Name, title, e-mail, phone #)** |
| **CO-APPLICANT CONTACT (Address & zip code)** |

If the project has more than one co-applicant; attach the remaining co-applicant information on a separate page

|  |
| --- |
| **PARTNER 1 NAME** (if applicable) |
| **PARTNER 2 NAME** (if applicable) |
| **PARTNER 3 NAME** (if applicable) |

**DO NOT FILL IN**-For Caltrans use only:

\_\_\_\_RTP \_\_\_\_SRTS \_\_\_\_SRTS-NI \_\_\_\_Plan \_\_\_\_DAC \_\_\_\_Non-DAC

Project # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GENERAL INFORMATION**

**PROJECT DESCRIPTION**

**PROJECT LOCATION**

**Congressional District: \_\_\_\_\_\_\_\_**

**Caltrans District: \_\_\_\_\_\_\_\_**

**County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MPO/RTPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If Small Urban and Rural, indicate Caltrans as MPO

**MPO UZA Population: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

>200k or <200k but >5k or <5k

**Project Coordinates:** (latitude/longitude in decimal format) lat.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/long.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT FUNDING** (in 1000s)

**ATP funds being requested this Cycle: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Matching funds (11.47% min.)** (if applicable)**: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Matching funds are not required for SRTS projects, NI projects or projects benefitting Disadvantaged Communities.

**Other project funds: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TOTAL PROJECT FUNDS: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MASTER AGREEMENTS (MAs):**

**Does applicant currently have a MA with Caltrans? (Y/N)\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant/Co-applicant Federal Caltrans MA number? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant/Co-applicant State Caltrans MA number? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*If the applicant does not currently have a MA with Caltrans, the applicant must be able to meet the requirements and enter in MA with Caltrans prior to funds allocation.

**GENERAL INFORMATION (cont.)**

**PROJECT TYPE**

**% of project that is infrastructure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**% of project that is non-infrastructure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROJECT SUB-TYPE**

**\_\_\_\_\_\_\_\_ Bicycle**

**\_\_\_\_\_\_\_\_ Pedestrian**

**\_\_\_\_\_\_\_\_ Bicycle and Pedestrian**

**\_\_\_\_\_\_\_\_ Development of Plan in Disadvantaged Community ONLY** (check all that apply)

**\_\_\_\_\_\_\_\_ Bicycle Plan**

**\_\_\_\_\_\_\_\_ Pedestrian Plan**

**\_\_\_\_\_\_\_\_ Active Transportation Plan**

**\_\_\_\_\_\_\_\_ Safe Routes to School Plan**

Indicated any of the following plans that your agency currently has:

\_\_\_\_\_\_\_\_ Bicycle Plan

\_\_\_\_\_\_\_\_ Pedestrian Plan

\_\_\_\_\_\_\_\_ Active Transportation Plan

\_\_\_\_\_\_\_\_ Safe Routes to School Plan

**\_\_\_\_\_\_\_\_ Safe Routes to School** (provide the information below\*\*)

School name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co.-Dist.-School Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total student enrollment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

% of students that currently walk or bike to school% \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approx. # of students living along route proposed for improvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project distance from school (k-8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*If the project involves more than one school; attach the remaining school information including school official signature and person to contact, if different, on a separate page

**\_\_\_\_\_\_\_\_ Recreational Trails**

For trail projects that are primarily recreational to be eligible for Active Transportation Program funding, the projects must meet the federal requirements of the Recreational Trails Program found at: <http://www.fhwa.dot.gov/environment/recreational_trails/>.

Recreational Trails project applicants must submit additional information to the California Department of Parks and Recreation (Parks) for eligibility determination prior to submittal.

Submit the following information:

* Project Name
* Project Scope
* Location Map
* Cost Estimate
* Photos

To: California Department of Parks and Recreation

Attention: Richard Rendón

Office of Grants and Local Services

1416 9th Street

Sacramento, CA 95814

**PROJECT STATUS**

**Describe the current status of the following project components**: (If work on project has not yet begun, please indicate so below)

**Environmental Clearance-CEQA/NEPA:**

**R/W Clearance:**

**Design:**

**Permits:**

**SIGNATURE PAGE**

**Applicant:** The undersigned affirms that the statements contained in the application package are true and complete to the best of their knowledge. (All applications must be signed by the CEO or other officer authorized by the applicant’s governing board).

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Local Agency Official (City Engineer or Public Works Director):** The undersigned affirms that the statements contained in this Infrastructure application package are true and complete to the best of their knowledge.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Official:** The undersigned affirms that the school(s) benefited by this application is not on a school closure list. (For SRTS projects only)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Caltrans District Traffic Operations Office Approval\***

If the application’s project proposes improvements on a freeway or state highway that affects the safety or operations of the facility, it is required that the proposed improvements be reviewed by the district traffic operations office and either a letter of support or acknowledgement from the traffic operations office be attached (\_) or the signature of the traffic personnel be secured below. This signature does not imply approval of the project. This signature is an acknowledgement that District staff is aware of the proposed project; and upon initial review, the project appears to be acceptable.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Contact the District Local Assistance Engineer (DLAE) for the project to get Caltrans Traffic Ops contact information. DLAE

contact information can be found at http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm

**PROJECT PROGRAMMING REQUEST (PPR)**

**Applicant must complete a Project Programming Request (PPR) and attach it as part of this application. The PPR and can be found at** [**http://www.dot.ca.gov/hq/transprog/allocation/ppr\_new\_projects\_9-12-13.xls**](http://www.dot.ca.gov/hq/transprog/allocation/ppr_new_projects_9-12-13.xls)

**PPR Instructions can be found at** [**http://www.dot.ca.gov/hq/transprog/ocip/2012stip.htm**](http://www.dot.ca.gov/hq/transprog/ocip/2012stip.htm)

Notes:

* The PPR’s fiscal year begins July 1.
* Fund No. 1 must represent ATP funding being requested for program years 2015/2016 through 18/19 only.
* If “future” ATP funds will be requested, enter that information in the Fund No. 2 area.
* Non-infrastructure project funding must be identified as Con and indicated as “Non-infrastructure” in the Notes box of the Proposed Cost and Proposed Funding tables.
* Match funds must be identified as such in the Proposed Funding tables.
* The PPR is comprised of two (2) Excel Tabs:

-A “Project Info” tab or General Information and Milestone page, and

-A “Funding” tab.

**-Both tabs must be filled in and submitted with the ATP application.**

All Federally funded Construction projects require a right of way certification and environmental certification. Therefore, N/A is not an appropriate response for these milestones. If you are unsure about the amount of time Caltrans will take to issue these documents, you should contact your DLAE.

**PROJECT ESTIMATE**

**Infrastructure Projects:**

A detailed Engineer’s Estimate is REQUIRED for all Infrastructure projects

* Must show a breakdown of all bid items by unit and cost. Lump Sum may only be used per industry standards
* Must identify all items that ATP will be funding
* Contingency is limited to 10% of funds being requested
* Estimate must be true and accurate. Applicant is responsible for verifying costs prior to submittal

**Non-Infrastructure Projects:**

A detailed Non-Infrastructure Estimate is REQUIRED for all Non-Infrastructure projects or Infrastructure projects with non-infrastructure components.

* Schedule of with start and end times and deliverables
* Detailed estimate
* Estimate must be true and accurate. Applicant is responsible for verifying costs prior to submittal

**Plans:**

No estimate needed

**ADDITIONAL APPLICATION ATTACHMENTS**

**Check all attachments included with this application.**

* **Exhibit 22-F “Request for State-Only ATP Funding” (if State-only funds are being requested)**

*If you want to request State funding only for your project, you must include this form in your application. The Commission will be determine projects with State funds only at time of program adoption*.

* Vicinity/Location Map- **REQUIRED for all Infrastructure projects and Plan applications**

*- North Arrow*

*- Label street names and highway route numbers*

*-Scale*

* Photos and/or Video of Existing Location- **REQUIRED for all Infrastructure projects**
* *Minimum of one labeled color photo of the existing project location*
* *Minimum photo size 3 x 5 inches*
* *Optional video and/or time-lapse*
* Preliminary Plans- **REQUIRED for all Infrastructure (pre-construction phase) projects**
* *Must include a north arrow*
* *Label the scale of the drawing*
* *Layout sheet(s) depicting the complete length of the project & improvements*
* *A Typical Cross section with property or right-of-way lines*
* *Label street names, highway route numbers and easements*
* Final Plans- **Required for “Shovel Ready” or Con only Infrastructure projects**

*See Prelim Plan requirements*

* Documentation of the partnering maintenance agreement- Required with the application if an entity, other than the applicant, is going to assume responsibility for the operation and maintenance of the facility

*A copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.*

* Letters of Support from Caltrans (Required for projects on the State Highway System(SHS))
* **Digital** copy (only) of or an online link to an approved plan (bicycle, pedestrian, safe routes to school, active transportation, general, recreation, trails, city/county or regional master plan(s), technical studies, and/or environmental studies (with environmental commitment record or list of mitigation measures), if applicable. Include/highlight portions that are applicable to the proposed project.
* Documentation of the public participation process (required)
* Letter of Support from impacted school- when the school isn’t the applicant or partner on the application (required)

**SCEENING CRITERIA**

1. **Demonstrated needs of the applicant.**

*Applicant must explain the need for ATP funds for this project, i.e., no other funding available or a high risk situation exists that needs immediate action.*

***If the project fully funded prior to ATP funding award then project is not eligible to compete for ATP funding. Subvention of funds is not permitted.***

1. **Consistency with Regional Plan.**

*All projects submitted must be consistent with the relevant adopted regional transportation plan that has been developed and updated pursuant to Government Code Section 65080.*

***Applicant must provide that portion of RTP showing that proposed project is consistent. Projects not providing proof will not be evaluated.***

**NARRATIVE QUESTIONS**

**QUESTION #1**

**POTENTIAL FOR INCREASED WALKING AND BICYCLING, ESPECIALLY AMONG STUDENTS, INCLUDING THE IDENTIFICATION OF WALKING AND BICYCLING ROUTES TO AND FROM SCHOOLS, TRANSIT FACILITIES, COMMUNITY CENTERS, EMPLOYMENT CENTERS, AND OTHER DESTINATIONS; AND INCLUDING INCREASING AND IMPROVING CONNECTIVITY AND MOBILITY OF NON-MOTORIZED USERS.** *(0-25 POINTS)*

* 1. Describe how your project will achieve the following upon completion:

-Encourage increased biking and walking amongst all users. (5 points max.)

-Encourage increased biking and walking amongst students. (2 points max.)

-Increase the comfort level amongst non-motorized users. (3 points max.)

*Be specific when describing how each element of your project/plan will contribute to the encouragement of users to walk and bike. It is imperative to describe how the comfort level will be increased amongst potential users.*

* 1. Describe the following:

-Current and projected types of users. (2 points max.)

*This includes students, commuters, recreational users, senior citizens, etc.*

-Current number of users. (2 points max.)

*Quantify how many bicyclists and pedestrians currently use the project/plan area/corridor. Recent bicycle and pedestrian counts collected in the field are preferred. Include data source, date collection methods, and year of data collection.*

-Estimated number user upon project completion. (2 points max.)

Must include methodology for estimated

*Discuss how many bicyclists and pedestrians are expected to use the project/plan area/corridor after construction. Describe methodology for determining future use. Stated preference surveys, estimates based on before-after data from comparable local projects, and other project-specific estimates are preferred.*

*The U.S. Census American Community Survey has information on mode share to work. The website is:* <https://www.census.gov/acs/www/>

**NARRATIVE QUESTIONS (cont.)**

**QUESTION #1 (cont.)**

**POTENTIAL FOR INCREASED WALKING AND BICYCLING, ESPECIALLY AMONG STUDENTS, INCLUDING THE IDENTIFICATION OF WALKING AND BICYCLING ROUTES TO AND FROM SCHOOLS, TRANSIT FACILITIES, COMMUNITY CENTERS, EMPLOYMENT CENTERS, AND OTHER DESTINATIONS; AND INCLUDING INCREASING AND IMPROVING CONNECTIVITY AND MOBILITY OF NON-MOTORIZED USERS.** *(0-25 POINTS)*

-Data collection methods for number of users before and after project completion. (2 points max.)

*Project/Plan should have existing count data and a defensible methodology for estimating future use, and plans for counting post completion use of the project.*

*The Federal Highway Administration (FHWA) 2013 Traffic Monitoring Guide has details on bicycle and pedestrian count methodologies listed at:* [*http://www.fhwa.dot.gov/policyinformation/tmguide/tmg\_2013/traffic-monitoring-for-non-motorized.cfm*](http://www.fhwa.dot.gov/policyinformation/tmguide/tmg_2013/traffic-monitoring-for-non-motorized.cfm)

* 1. Describe how the project/plan creates or improves (or addresses for plans) walking and/or bicycling routes connection to one or more of the following destinations:

-School or school facility.

-Transit facility.

-Community center.

-Employment center.

-State or national trail system.

-Points of interest.

-Other destinations.

(1 point for each destination-4 points max.)

*List the destinations that will be served by this project/plan, and provide measure of size for each destination (e.g. # employees, # transit routes/riders, etc.)*

*Include a map showing the project, activity centers, and existing and near-term proposed bicycle/pedestrian infrastructure within ½ to 1 mile walking/biking distance of project area.*

* 1. Describe how the project removes a barrier to mobility and/or closes a gap in the non-motorized facility. Must include the following:

-Description of the existing barrier or gap (1 point max.)

-How the barrier or gap discourages biking or walking (1 point max.)

-How barrier or gap will be effectively addressed upon project completion (1 points max.)

**NARRATIVE QUESTIONS (cont.)**

**QUESTION #2**

**POTENTIAL FOR REDUCING THE NUMBER AND/OR RATE OF PEDESTRIAN AND BICYCLIST FATALITIES AND INJURIES, INCLUDING THE IDENTIFICATION OF SAFETY HAZARDS FOR PEDESTRIANS AND BICYCLISTS.** *(0-30 POINTS)*

1. Describe the location’s history of events and the source(s) of data used (e.g. collision reports, community observation, surveys, audits). (10 points max.)

*Describe how the project, plan, or program will address bicyclist and pedestrian injuries and fatalities, citing collision statistics, police reports, academic research, or other data. Use data within 2 miles of the project location.*

*If the facility is new, or so dangerous that there isn’t any data available, select a parallel or similar facility and compare the accident data from that location. You must describe how the locations are similar. Provide photos of the location and a detail as to why there is no data available.*

*Specific counts must be provided is an easily understood format. Accident/incident descriptions, date of accident/incident, severity of injuries and victim type (pedestrian/bicyclist) must be provided, at a minimum.*

*Some possible sources for safety data can be found at:*

*Statewide Integrated Traffic Record System (SWITERS):* [*http://iswitrs.chp.ca.gov/Reports/jsp/userLogin.jsp*](http://iswitrs.chp.ca.gov/Reports/jsp/userLogin.jsp)

*UC Berkley SafeTREC Transportation Injury Mapping System (TIMS):*

[*http://tims.berkeley.edu/*](http://tims.berkeley.edu/)

1. Describe how the project will remedy potential safety hazards that contribute to pedestrian and/or bicyclist injuries or fatalities. For a plan, describe how will the plan will address potential hazards that contribute to pedestrian and/bicyclist injuries or fatalities. (10 points max.)

*Describe each hazard and how each hazard was identified. Describe how the project/plan will address each hazard*

*Projects should include countermeasures to address specific collision types occurring at the location. Plans and programs should address a) specific types of collisions reported in the plan/program location and/or b) common types of collisions identified through academic research.*

*The Metropolitan Transportation Commission has a list of crash types and countermeasures in their Safety Toolbox which may be helpful. It can be found at:*

[*http://mtc.ca.gov/planning/bicyclespedestrians/safety/physical-crash.htm*](http://mtc.ca.gov/planning/bicyclespedestrians/safety/physical-crash.htm)

*For NI projects, how will the project educate pedestrians and bicyclists of safety hazards?*

**NARRATIVE QUESTIONS (cont.)**

**QUESTION #2 (cont.)**

**POTENTIAL FOR REDUCING THE NUMBER AND/OR RATE OF PEDESTRIAN AND BICYCLIST FATALITIES AND INJURIES, INCLUDING THE IDENTIFICATION OF SAFETY HAZARDS FOR PEDESTRIANS AND BICYCLISTS.** *(0-30 POINTS)*

1. Describe if/how your project will achieve each of the following:

- Reduces speed or volume of motor vehicles.

- Improves sight distance and visibility.

- Improves compliance with local traffic laws.

-Eliminates behaviors that lead to collisions or accidents.

-Eliminates behaviors that lead to collisions or accidents.

- Addresses inadequate or unsafe bicycle facilities, trails, crosswalks or sidewalks.

*You must give specific examples of the existing issue and explain how the project will address each. Points will not be given if you simply state that the project will address each and do not present examples or details.*

(2 point for each destination-10 points max.)

**NARRATIVE QUESTIONS (cont.)**

**QUESTION #3**

**PUBLIC PARTICIPATION and PLANNING** *(0-15 POINTS)*

1. Describe the community based public participation process that culminated in the project proposal or will be utilized as part of the development of a plan. Include details on the following:

-Describe how the community outreach was conducted or will be for a plan. (3 points max.)

*Describe how the community was involved in development of the project/plan/program and how the community’s expressed needs are reflected in the project proposal.*

-Identify stakeholders, advocacy groups, and community leaders that were consulted. (3 points max.)

*List community groups, elected officials, advocacy groups, and underserved communities that were involved in project development. Consideration will be given as to the size of the community and how meetings were conducted and accessible to community members.*

*List the public agencies involved with project/plan/program development, and describe how each was involved (i.e. Caltrans, law enforcement, public health agencies, transit agencies, schools, school districts, local jurisdictions, CMA’s, MPO’s).*

-If in a DAC, describe additional efforts were made to engage the community. (1 point max.)

*Applicant must describe details of engagement with DACs such as interpreters, door to door, radio spots, etc.*

*For planning projects, the applicant should describe the methodology they plan to utilize to reach the residents in the project area, including participation of disadvantaged community members impacted by the project.*

-Describe public meetings/ open houses/ community meetings that were or will be conducted. (2 points max.)

* + - How many? What type? (attach supporting documentation)

*Attach any applicable meeting minutes, links to websites, public service announcements or Face book pages.*

-Provide support letters for the project. (1 point max.)

*Letter of Support from impacted school- when the school isn’t the applicant or partner on the application (required)*

**NARRATIVE QUESTIONS (cont.)**

**QUESTION #3 (cont.)**

**PUBLIC PARTICIPATION and PLANNING** *(0-15 POINTS)*

1. Describe the feedback from the public participation process and how it was addressed, (or will be addressed for plans). (5 points max.)

*Describe how projects/programs/plans were developed with community involvement and coordination with other agencies (if applicable) and describe how the community will continue to be engaged in the implementation of the project or program to ensure sustainability.*

*Discuss how participant feedback will be addressed.*

**NARRATIVE QUESTIONS (cont.)**

**QUESTION #4**

**COST EFFECTIVENESS** *(0-10 POINTS)*

1. Describe the alternatives that were considered. Discuss the relative costs and benefits of all the alternatives and explain why the nominated one was chosen. (5 points max.)

***No Build is not an alternative.***

*Discuss how different width facilities or different materials, etc., were considered and eliminated or describe how this project was selected over a similar project is a different location.*

1. Using the Benefit/Cost Model provided by Caltrans, calculate the ratio of the benefits of the project relative to both the total project cost and funds requested. (5 points max.)

( and ).

*The B/C calculations will be reviewed for logic. Points will be awarded only if logic coincides with project benefits as presented in application.*

**NARRATIVE QUESTIONS (cont.)**

**QUESTION #5**

**IMPROVED PUBLIC HEALTH** *(0-10 points*)

1. Describe the health issues or high risk factors in the project area and how the project will address each of them. (5 point max.)

*Describe such health issues as asthma, obesity, etc. and target populations and specify how the project can help to address these issues.*

*Nationwide or statewide health data will not be sufficient to receive points.*

*To estimate the health benefits from increasing cycling or walking, the World Health Organization (WHO) has developed a web based tool called the Health Economic Assessment Tool (HEAT) to monetize the benefits from active transportation projects.*

[*http://www.heatwalkingcycling.org/*](http://www.heatwalkingcycling.org/)

1. Provide Local Health data and sources. (5 point max.)

*Applicant must describe how they coordinated with their* ***local*** *health department or health data sources to identify health data and risk factors in the area.*

*Applicant should attached map, data, or references to academic articles.*

*Health data on the county level can be found at the California Health Interview Survey (CHIS) website (an account will need to be created to use the data). Once you have registered account information such as physical inactivity, walking for transportation and leisure, park use and health conditions can be queried.*

* *<http://healthpolicy.ucla.edu/chis/Pages/default.aspx>*

**NARRATIVE QUESTIONS (cont.)**

**QUESTION #6**

**BENEFIT TO DISADVANTAGED COMMUNITIES *(0-10 points*)**

* 1. To receive disadvantaged community credit under the ATP, the project must be located within or benefit a disadvantaged community with meets at least two of the criterion below. (Answer all that apply)

* + - Median household income, by census tract for the community-(ies) benefited by the project: $\_\_\_\_\_\_\_\_\_
  + Provide all census tract numbers.
  + Provide the median income for each census track listed
  + Provide the population for each census track listed

*The median household income is less than 80% of the statewide median based on the most current census tract level data from the American Community Survey. Data is available at* [*http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml*](http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml)

*(Use the 5 year data for all areas). List all of the zip codes or census tracts that the project is in, or were used for this calculation.*

* California Communities Environmental Health Screen Tool (CalEnvironScreen) score for the community benefited by the project: \_\_\_\_\_\_\_\_\_

*An area identified as among the most disadvantaged 10% in the state according to latest versions of the California Communities Environmental Health Screening Tool (CalEnviroScreen) scores. Scores are available at* [*http://oehha.ca.gov/ej/ces11.html*](http://oehha.ca.gov/ej/ces11.html)*.*

* For Safe Routes to Schools projects only, percentage of students eligible for the Free or Reduced Price Meals Programs: \_\_\_\_\_\_\_\_ %

*At least 75% of public school students in the project area are eligible to receive free or reduced price meals under the National School Lunch Program. Data is available at*

[*http://www.cde.ca.gov/ds/sd/sd/filessp.asp*](http://www.cde.ca.gov/ds/sd/sd/filessp.asp)*. Applicants using this measure must indicate how the project benefits the school students in the project area or, for projects not directly benefiting school students, explain why this measure is representative of the larger community.*

* Should the community benefitting from the project be considered disadvantaged based on criteria not specified in the program guidelines? If so, provide data for all criteria above and a quantitative assessment of why the community should be considered disadvantaged.

*If a project applicant believes a project benefits a disadvantaged community but the project does not meet the aforementioned criteria, the applicant must submit for consideration a quantitative assessment of why the community should be considered disadvantaged.*

**NARRATIVE QUESTIONS (cont.)**

**QUESTION #6 (cont.)**

* 1. Describe how the project demonstrates a clear benefit to a disadvantaged community. (5 points max.)

*Describe what infrastructure, safety, or public health challenges and/or barriers are present within the disadvantaged community that contributes to the need for the project. You can refer to barriers highlighted in previous questions, but explain here how these challenges are particularly faced by the disadvantaged community.*

*Describe how the project will address these barriers and improve access to active transportation for the residents living in disadvantaged communities.*

*How will disadvantaged community residents have daily access to the project site or be targeted by the non-infrastructure program? Address any potential barriers to access if applicable, particularly for projects not located within the disadvantaged community, such as location of the disadvantaged community to the project site, physical barriers such as fencing, barricades, etc.,*

-What percentage of the project funding will benefit that community, \_\_\_\_\_%. Describe the methodology when calculating this %. (5 points max.)

*Discuss the percentage of the project that falls geographically within the disadvantaged community (if the project includes infrastructure) and estimate the proportion of funding that will be targeted for disadvantaged communities.*

*For Safe Routes to School projects discuss how the school students and community specifically benefit from the project.*

**NARRATIVE QUESTIONS (cont.)**

**QUESTION #7**

**USE OF CALIFORNIA CONSERVATION CORPS (CCC) OR A CERTIFIED COMMUNITY CONSERVATION CORPS** *(0 to 5 points)*

The applicant must send the following information to the CCC and CALCC prior to application submittal to Caltrans:

Project Description Detailed Estimate

Project Map Preliminary Plan

Project Schedule

The corps agencies can be contacted at:

California Conservation Corps at: [www.ccc.ca.gov](http://www.ccc.ca.gov)

Community Conservation Corps at: <http://calocalcorps.org>

* 1. The applicant has coordinated with the CCC to identify how a state conservation corps can be a partner of the project. Y/N
     1. Name, e-mail, and phone # of the person contacted and the date the information was submitted to them
  2. The applicant has coordinated with a representative from the California Association of Local Conservation Corps (CALCC) to identify how a certified community conservation corps can be a partner of the project. Y/N
     1. Name, e-mail, and phone # of the person contacted and the date the information was submitted to them
  3. The applicant intends to utilize the CCC or a certified community conservation corps on all items where participation is indicated? Y/N

**Points will be deducted if an applicant does not seek corps participation or if an applicant intends not to utilize a corps in a project in which the corps can participate.**

*Follow the application instructions for submitting your project information to both corps.*

*The CALCC and CCC will provide a list to Caltrans of all projects submitted to them and indicating which projects they are available to participate on. The applicant need not attach any documentation from the CALCC or CCC to the application.*

*Applicants will not be penalized if either corps determines that they cannot participate in a project.*

**NARRATIVE QUESTIONS (cont.)**

**QUESTION #8**

**APPLICANT’S PERFORMANCE ON PAST GRANTS AND DELIVERABILITY OF PROJECTS**

*( 0 to10 points x # of evaluators) For Caltrans District response only*

*Caltrans will score this question separately for all points. Evaluators will not score this question. Caltrans will review the applicant’s performance on past grants and the deliverability on the project based on scope, estimate, schedule and eligibility of project.*