



Part B: Narrative Questions

Detailed Instructions for Question #1

QUESTION #1

DISADVANTAGED COMMUNITIES (0-10 POINTS)

This project does not qualify as a Disadvantaged Community.

If this project does not qualify as a Disadvantaged Community, applicant may skip and move onto question 2.

A. Map of Project Boundaries, Access and Destination (0 points): Required

Provide a scaled map showing the boundaries of the proposed project, the geographic boundaries of the disadvantaged community, and disadvantaged community access point(s) and destinations that the project is benefiting.

B. Identification of Disadvantaged Community: (0 points)

Select one of the following 4 options. Must provide information for all Census Tract/Block Group/Place # that the project affects.

- **Median Household Income**
- **CalEnviroScreen**
- **Free or Reduced Priced School Meals** - Applications using this measure must demonstrate how the project benefits the school students in the project area.
- **Other**

Select Option: _____

The Median Household Income (Table ID B19013) is less than 80% of the statewide median based on the most current Census Tract (ID 140) level data from the 2012-2016 American Community Survey (ACS) (<\$51,026). Communities with a population less than 15,000 may use data at the Census Block Group (ID 150) level. Unincorporated communities may use data at the Census Place (ID 160) level. Data is available at: <http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

Census Tract/Block Group/Place #	Population	MHI

Lowest median household income from above (autofill): \$ _____ (to be used for qualifying as benefiting a DAC only)

Median household income by census tract for the community(ies) benefited by the project: \$ _____ (to be used for severity calculation only)

Must attach a copy of FactFinder ACS page for each census tract listed above. Attach all pages as one pdf.

An area identified as among the most disadvantaged 25% in the state according to the CalEPA and based on the California Communities Environmental Health Screening Tool (CalEnviroScreen) scores (score must be greater than or equal to 39.34). This list can be found at the following link under SB 535 List of Disadvantaged Communities:

<https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30>

Census Tract/Block Group/Place #	Population	MHI

Highest California Communities Environmental Health Screening Tool (CalEnviroScreen) score from above (autofill): (to be used for qualifying as benefiting a DAC only)

California Communities Environmental Health Screening Tool (CalEnviroScreen) score for the community benefited by the project: (to be used for severity calculation only)

Must attach a copy of CalEnviroScreen page for each census tract listed above. Attach all pages as one pdf.



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/files/sp.asp> (auto filled from Part A). Applicants using this measure must demonstrate how the project benefits the school students in the project area. Project must be located within two miles of the school(s) represented by this criteria.

School Name	School Enrollment	% of Students Eligible for FRPM

Highest percentage of students eligible from above (autofill): _____ (to be used for qualifying as benefiting a DAC only)
 Percentage of students eligible for the Free or Reduced Price Meals Programs: _____
 (to be used for severity calculation only)

Other

• Projects located within Federally Recognized Tribal Lands (typically within the boundaries of a Reservation or Rancheria?)
 Yes No

• If a project applicant believes a project benefits a disadvantaged community but the project does not meet the aforementioned criteria due to a lack of accurate Census data or CalEnviroScreen data that represents a small neighborhood or unincorporated area, the applicant must submit for consideration a quantitative assessment to demonstrate that the community's median household income is at or below 80% of that state median household income. (Max of 00 Words)

Words Remaining:

• **Regional Definition:** For the statewide and small urban & rural competitive portions of the Active Transportation Program a regional definition of disadvantaged communities must be adopted as part of a regular 4-year cycle adoption of a Regional Transportation Plan (RTP)/ Sustainable Communities Strategy (SCS) by an MPO or RTPA per obligations with Title VI of the Federal Civil Rights Act of 1964. Any regional definition, such as "environmental justice communities" or "communities of concern," must document a robust public outreach process that includes the input of community stakeholders, and be stratified based on severity. Justification for a regional definition, including RTP/SCS adopting actions, public outreach documentation, and severity stratification, must be submitted to the California Transportation Commission (CTC) no later than June 1, 2018. CTC staff will make the final determination of the eligibility of regional definitions by June 29, 2018. (Max of 00 Words)

Words Remaining:

C. Direct Benefit: (0 - 4 points)

1) Explain how the project closes a gap, provides connections to, or addresses a deficiency in an active transportation network or meets an important community need. (Max of 00 Words)

Words Remaining:

2) Explain how the disadvantaged community residents will have physical access to the project. (Max of 00 Words)



- 3) Illustrate and provide documentation for how the project was requested or supported by the disadvantaged community residents.
(Max of 0 Words) Words Remaining:

Attach documentation

D. Project Location: (0 - 2 points)

1. Is your project located within a disadvantaged community? _____

E. Severity: (0 - 4 points)

- a. Auto calculated



QUESTION #2

Part B: Narrative Questions

Question #2

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- 38 POINTS)

Please provide the following information: (This must be completed to be considered for funding)

# of Users	Pedestrian	Bicycle	Date of Counts	Mark here if N/A to project
Current	-	-		<input type="checkbox"/>

Safe Routes to School projects: The following information related to the Safe Routes to School Projects data was already entered in part 3 of the application.

School	Total Student Enrollment	Approx. # of Students Living Along School Route Proposed	# of Students Currently Walking/Biking to School
Total	0	0	0

Document the methodologies used to establish the **current** count data. (Max of 00 Words)

Words Remaining:

A. Statement of project need. Describe the issue(s) that this project will address. How will the proposed project benefit the non-motorized users. What is the project’s desired outcome and how will the project best deliver that outcome? **(0- 19 points)**

Discuss:

- Lack of connectivity
- The lack of mobility- If applicable- Does the population have limited access to cars? bikes? And transit?
 - Does the project have an unserved or underserved demand?
- The **local** health concerns responses should focus on:
 - Specific local public health concerns, health disparity, and/or conditions in the built and social environment that affect the project community and can be addressed through the proposed project. Please provide detailed and locally relevant answers instead of general descriptions of the health benefits of walking and biking (i.e. “walking and biking increase physical activity”).
 - Local public health data demonstrating the above public health concern or health disparity. Data should be at the smallest geography available (state or national data is not sufficient). One potential source is the Healthy Places Index (HPI) (<http://healthyplacesindex.org/>).
- For combined I/NI projects: Discuss need for an encouragement, education, and/or enforcement program.

(Max of 00 Words) Words Remaining:



B. Describe how the proposed project will address the active transportation need: (0- 19 points)

1. Close a gap?

Yes No

No. of gaps: _____ Total length of gap(s) (feet): _____

Gap closure = Construction of a missing segment of an existing facility in order to make that facility continuous.

- a. *Must provide a map of each gap closure identifying gap and connections.*
- b. Describe how the project links or connects, or encourages use of existing routes to transportation-related and community identified destinations where an increase in active transportation modes can be realized, including but not limited to: schools, school facilities, transit facilities, community, social service or medical centers, employment centers, high density or affordable housing, regional, State or national trail system, recreational and visitor destinations or other community identified destinations. *Specific destinations must be identified.* (Max of 00 Words)

Words Remaining:

2. Creation of new routes?

Yes No

New route = Construction of a new facility that did not previously exist for non-motorized users that provides a course or way to get from one place to another.

- a. *Must provide a map of the new route location.*
- b. Describe the existing route(s) that currently connect the affected transportation related and community identified destinations and why the route(s) are not adequate. (Max of 00 Words)

Words Remaining:
- c. Describe how the project links or connects, or encourages use of existing routes to transportation-related and community identified destinations where an increase in active transportation modes can be realized, including but not limited to: schools, school facilities, transit facilities, community, social service or medical centers, employment centers, high density or affordable housing, regional, State or national trail system, recreational and visitor destinations or other community identified destinations. *Specific destination must be identified.* (Max of 00 Words)

Words Remaining:

3. Removal of barrier to mobility?

Yes No

- a. Type of barrier: _____ If Other, please explain _____
- b. *Must provide a map identifying the barrier location and improvement.*
- c. Describe the existing negative effects of barrier to be removed and how the project addresses the existing barrier. (Max of 00 Words)

Words Remaining:



- d. Describe how the project links or connects, or encourages use of existing routes to transportation-related and community identified destinations where an increase in active transportation modes can be realized, including but not limited to: schools, school facilities, transit facilities, community, social service or medical centers, employment centers, high density or affordable housing, regional, State or national trail system, recreational and visitor destinations or other community identified destinations. Specific destination must be identified. (Max of 00 Words)

Words Remaining:

4. Other improvements to existing routes?

Yes No

- a. Must provide a map of the new improvement location.

- b. Explain the improvement. (Max of 00 Words)

Words Remaining:

- c. Describe how the project links or connects, or encourages use of existing routes to important or community identified destinations where an increase in active transportation modes can be realized, including but not limited to: schools, school facilities, transit facilities, community, social service or medical centers, employment centers, high density or affordable housing, regional, State or national trail system, recreational and visitor destinations or other community identified destinations. Specific destination must be identified. (Max of 00 Words)

Words Remaining:



QUESTION #3

Part B: Narrative Questions
Detailed Instructions for Question #3

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- 20 POINTS)

A. Describe the project location’s history of pedestrian and bicycle collisions resulting in fatalities and injuries to non- motorized users, which this project will mitigate. (10 points max)

Applicants are encouraged to use the new UC Berkeley SafeTREC TIMS tool which was specifically designed for the ATP to produce these documents in an efficient manner. Applicants with access to alternative collision data tools and training can utilize their choice of methods/tools. Applicants must respond to question 1 or 2, and have the option to respond to both.

1. For applications using the TIMS ATP tool, attach the following:
 - a. **Collision Heat-map of the area surrounding the project limits- demonstrating the relative collision history of the project limits in relation to the overall jurisdiction/community’s collision history**
 - b. **Project Area Collision Map- identifying the past crash locations within the project limits**
 - c. **Collision Summaries and collision lists/reports – demonstrating collision trends, collision types, and collision details**
 - d. **For a Combined INI project- If the NI project area is different than the Infrastructure portion, the applicant may attach NI related heat-maps, etc in Attachment J**

Combine the various maps/summaries into one PDF file and attach it in the field below.

Note to IT-An Attachment is required here	
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2. Applications that do not have the collision data above OR that prefer to provide additional collision data and/or safety data in a different format can provide this data below. (Examples include: Collision Rates, Community observations, surveys, etc.)

The data and corresponding methodologies can be included in written/text form and/or via a separate attachment in the field below. (Max of 00 Words) (optional)

Words Remaining:

Data and methodologies Attachment (optional)

3. From the project-area collision summaries/data provided in questions 1 and/or 2, enter the total reported pedestrian and/or bicycle collisions using the most recent 5 to 11 years of available data:

How many years of collision data were used in the Heat Maps and collision summaries: _____

# of Crashes	Pedestrian	Bicycle	Total	Average Per Year
Fatalities			0	0
Injuries			0	0
Total	0	0	0	0



4. Referencing project's heat-maps, collision map and collision summaries provided in above, discuss the extent to which the proposed project limits represents one of the agency's top priorities for addressing ongoing safety and discuss how the proposed safety improvements correspond to the types and locations of the past collisions. (e.g. sidewalks, bike lanes, lighting, bulb-outs, signals/beacons, etc.)

For projects with Non-Infrastructure elements (Combined I/NI projects):

As appropriate, describe how the NI program elements:

- educates bicyclists, pedestrians, and/or drivers about safety hazards for pedestrians and bicyclists; and
- encourages safer behavior, including through enforcement.

(Max of 00 Words)

Words
Remaining:

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B. Safety Countermeasures (10 points max)

Describe how the project improvements will remedy (one or more) potential safety hazards that contribute to pedestrian and/or bicyclist injuries or fatalities. Referencing the information you provided in Part A, demonstrate how the proposed countermeasures directly address the underlying factors that are contributing to the occurrence of pedestrian and/or bicyclist collisions.

1. Reduces speed or volume of motor vehicles in the proximity of non-motorized users?

Yes No

- a. Current speed and/or volume: (Max of 00 Words)

Words Remaining:

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- b. Anticipated speed and/or volume after project completion: (Max of 00 Words)

Words Remaining:

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2. Improves sight distance and visibility between motorized and non-motorized users?

Yes No

- a. Current sight distance and/or visibility issue: (Max of 00 Words)

Words Remaining:

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- b. Anticipated sight distance and/or visibility issue resolution: (Max of 00 Words)

Words Remaining:

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3. Eliminates potential conflict points between motorized and non-motorized users, including creating physical separation between motorized and non-motorized users?

- a. Current conflict point description: (Max of 00 Words)

Words Remaining:

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- b. Improvement that addresses conflict point: (Max of 00 Words)

Words Remaining:

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4. **Improves compliance with local traffic laws for both motorized and non-motorized users?** Yes No

• Which Law: _____ If Other, please explain _____

a. How will the project improve compliance: (Max of 00 Words) **Words Remaining:**

5. **Addresses inadequate vehicular traffic control devices?** Yes No

a. List traffic controls that are inadequate: (Max of 00 Words) **Words Remaining:**

b. How are they inadequate? (Max of 00 Words) **Words Remaining:**

c. How does the project address the inadequacies? (Max of 00 Words) **Words Remaining:**

6. **Addresses inadequate or unsafe bicycle facilities, trails, crosswalks and/or sidewalks?** Yes No

a. List bicycle facilities, trails, crosswalks and/or sidewalks that are inadequate: (Max of 00 Words) **Words Remaining:**

b. How are they inadequate? (Max of 00 Words) **Words Remaining:**

c. How does the project address the inadequacies? (Max of 00 Words) **Words Remaining:**

7. **Eliminates or reduces behaviors that lead to collisions involving non-motorized users?** Yes No

a. List of behaviors: (Max of 00 Words) **Words Remaining:**

b. How will the project will eliminate or reduce these behaviors? (Max of 00 Words) **Words Remaining:**



QUESTION #4

Part B: Narrative Questions
Detailed Instructions for Question #4

PUBLIC PARTICIPATION and PLANNING (0-10 POINTS)

Describe the community based public participation process that culminated in the project.

- A. What was the process of defining future policies, goals, investments and designs to address needs of anticipated users of this project? How did the applicant analyze the wide range of alternatives and impacts on the transportation system to influence beneficial outcomes? (3 points max) (Max of 00 words)

If the project claims that it provides benefits to disadvantaged community, please indicate how the public participation process was accessible for those community residents.

Words Remaining:

- B. Who: Describe who was engaged in the identification and development of this project and how they were engaged. Describe and provide documentation of the type, extent, and duration of outreach and engagement conducted to relevant stakeholders. (3 points max) (Max of 00 words)

Words Remaining:

- C. What: Describe the feedback received during the stakeholder engagement process and describe how the public participation and planning process has improved the project's overall effectiveness at meeting the purpose and goals of the ATP. (2 points max) (Max of 00 words)

Words Remaining:

- D. Describe how stakeholders will continue to be engaged in the implementation of the project. (1 point max) (Max of 00 words)

Words Remaining:

- E. Is this project specifically listed in an approved Transportation Plan. (1 point max) (Max of 00 words)

Words Remaining:

Attach the applicable plan page with the project highlighted:



QUESTION #5

Part B: Narrative Questions
Detailed Instructions for Question #5

CONTEXT SENSITIVE BIKEWAYS/WALKWAYS and INNOVATIVE PROJECT ELEMENTS (0-5 POINTS)

A. How are the “recognized best” solutions employed in this project appropriate to maximize user comfort and for the local community context?

As you address this question consider the following:

- The posted speed limits and actual speed,
- The existing and future motorized and non-motorized traffic volume,
- The widths for each facility,
- The adjacent land use, and
- How the project is advancing a low(er) stress environment on each facility or a low stress network
 - What is the current stress level? (low, medium or high)
 - If the stress level is medium or high, is the project going beyond minimum design standards to maximize potential users of all ages and abilities?

(Max of 00 words)

Words Remaining:

B. INNOVATIVE PROJECT ELEMENTS

Does this project propose any solutions that are new to their region? Were any Innovative elements considered but not selected? Explain why they were not selected.

(Max of 00 words)

Words Remaining:



QUESTION #6

Part B: Narrative Questions
Detailed Instructions for Question #6

TRANSFORMATIVE PROJECTS (0-5 POINTS)

A. Describe how your project will transform the non-motorized environment? (Max of 00 words)

Words Remaining:

B. Describe how other new or proposed funded projects or policies in the vicinity of this project will attribute to the transformative nature of this project?

As you address this question consider the following:

- Transit
- Land use

For projects please attach one of the following:

- the meeting minutes voting to fund the project, or
- the environmental approved environmental document
- other?

For policy(ies) attach?

The (Max of 00 words)

Words Remaining:



QUESTION #7

Part B: Narrative Questions

Detailed Instructions for Question #7

COST EFFECTIVENESS (0-5 POINTS)

A project's cost effectiveness is considered to be the relative costs of the project in comparison to the project's benefits as defined by the purpose and goals of the ATP. This includes the consideration of the safety and mobility benefit in relation to both the total project cost and the funds provided.

Explain why this project is the best use of State Resources?

(5 points max.) (Max of 00 words)

Words Remaining:



QUESTION #8

Part B: Narrative Questions
Detailed Instructions for Question #8

LEVERAGING FUNDS (0-5 POINTS)

A. The application funding plan will show all federal, state and local funding for the project: (5 points max.)

Based on the project funding information provided earlier in the application (Part 6: Project Funding), the following Leveraging amounts are designated for this project. If these numbers do not match the applicant's expectations, the numbers shown earlier need to be revised.

Non-ATP funding can only be considered "Leveraging" funding if it goes towards ATP eligible costs. If the project includes ineligible costs, the application must confirm the leveraging funding shown below does not include the non-ATP funds for ineligible items.

PA&ED Phase Project Delivery Costs:

Leveraging Funding:

Designate the Funding Type: _____

PS&E Phase Project Delivery Costs:

Leveraging Funding:

Designate the Funding Type: _____

Right of Way Phase Project Delivery Costs:

Leveraging Funding:

Designate the Funding Type: _____

Construction Phase Project Delivery Costs:

Leveraging Funding:

Designate the Funding Type: _____

Projects with NON-INFRASTRUCTURE (NI) elements:

Leveraging Funding:

Designate the Funding Type: _____

OVERALL TOTALS FOR PROJECT/APPLICATION:

Total Project Costs:

Leveraging Funding:

% of Total Project

Total Points received for "leveraging funding": (Auto-calculated) _____

1 Point	At least 1% to 5% of total project cost
2 Points	More than 5% to less than 10% of total project cost
3 Points	At least 10% to 15% of total project cost
4 Points	More than 15% to 20% of the project cost
5 Points	More than 20% of the total project cost



Optional: If desired, clarifications can be added to explain the leveraging funding and its intended use on the ATP project. (Max of 100 Words)

	Words Remaining:
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QUESTION #9

Part B: Narrative Questions
Detailed Instructions for Question #9

SCOPE AND PLAN CONSISTENCY (0-2 POINTS)

- A. The application, scope and plans are consistent with one another: (2 points max.)



Part B: Narrative Questions

Detailed Instructions for Question #10

QUESTION
#10

USE OF CALIFORNIA CONSERVATION CORPS (CCC) OR A CERTIFIED COMMUNITY CONSERVATION CORPS (0 or -5 POINTS)

- For project "Plan" types, this section is not required. -

- Applicant has not coordinated with both corps, or Tribal Corps (if applicable) (-5 points)
- Applicant contacted the corps; but does not intend to partner with any corps (-5 points)

Step 1: The applicant must submit the following information via email concurrently to both the CCC AND certified community conservation corps at least 5 days prior to application submittal to Caltrans. The CCC and certified community conservation corps will respond within five (5) business days from receipt of the information.

- Project Title
- Project Description
- Detailed Estimate
- Project Schedule
- Project Map
- Preliminary Plan

Click on the following links for the California Conservation Corps and community conservation corps Representative ATP contact information:

<http://calocalcorps.org/active-transportation-program/>

<http://www.ccc.ca.gov/work/programs/ATP/Pages/ATP%20home.aspx>

The applicant must also attach any email correspondence from the CCC and certified community conservation corps or Tribal corps (if applicable) to the application verifying communication/participation. Failure to attach their email responses will result in a loss of 5 points.

Attach submittal email, response email and any attachment(s) from the CCC:

Attach submittal email, response email and any attachment(s) from the certified community conservation corps:

Attach submittal email, response email and any attachment(s) from the Tribal corps (If applicable):

Step 2: The applicant has coordinated with the CCC AND with the certified community conservation corps, or the Tribal corps and determined the following: (check appropriate box)

- Applicant intends to utilize the CCC, certified community conservation corps, or the Tribal corps on the following items listed below. (0 points) (Max of 50 Words)

Words Remaining:

- No corps can participate in the project. (0 points)
- At the time that the application was submitted, the applicant had not received a response from the following corps: (0 points)
 - the CCC
 - the community conservation corps
 - the Tribal corps (if applicable)



QUESTION #11

Part B: Narrative Questions
Detailed Instructions for Question #11

APPLICANT'S PERFORMANCE ON PAST ATP FUNDED PROJECTS (0 to -10 points)

For CTC use only.



Part C: Application Attachments

Applicants must ensure all data in this part of the application is fully consistent with the other parts of the application. See the Application Instructions and Guidance document for more information and requirements related to Part C.

List of Application Attachments

The following attachment names and order must be maintained for all applications. Depending on the Project Type (I, NI or Plans) some attachments will be intentionally left blank. All non-blank attachments must be identified in hard-copy applications using “tabs” with appropriate letter designations

Application Signature Page (Required for all applications)	Attachment A
<input type="text"/>	
Engineer's Checklist (Required for Infrastructure & Combo Projects)	Attachment B
<input type="text"/>	
Project Location Map (Required for all applications)	Attachment C
<input type="text"/>	
Project Map/Plans showing existing and proposed conditions (Required for all Infrastructure Projects; Optional for 'Non-Infrastructure' and 'Plan' Projects)	Attachment D
<input type="text"/>	
Photos of Existing Conditions (Required for Infrastructure applications, optional for Plan and NI)	Attachment E
<input type="text"/>	
Project Estimate (Required for all Infrastructure Projects)	Attachment F
<input type="text"/>	
Non-Infrastructure Work Plan (Form 22-R) (Required for all projects with Non-Infrastructure Elements)	Attachment G
<input type="text"/>	
Plan Cost Estimate (Form 22-PLAN)	Attachment G
(Required for all projects with Plan Elements)	
<input type="text"/>	
Letters of Support (10 maximum) (Required or recommended for all projects as designated in the instructions) (All letters must be scanned into one document.)	Attachment H
<input type="text"/>	
Exhibit 22-F State Funding	Attachment I
<input type="text"/>	
Additional Attachments (Additional attachments may be included. They should be organized in a way that allows application reviews easy identification and review of the information.) (All additional attachments must be scanned into one document.)	Attachment J
<input type="text"/>	