

# 2019 Active Transportation Program Small Infrastructure Scoring Rubric

The California Transportation Commission (CTC) has prepared these Scoring Rubrics in coordination with Caltrans to provide additional guidance on the evaluation process. This document is principally intended as a guide for the evaluators when scoring the 2019 ATP applications. Applicants may also find this a useful resource when developing applications. This document, however, is not intended as the definitive formula for how applications will be scored. Evaluators may take other factors into consideration when scoring applications, such as the overall application quality, project context and project deliverability.

Note: For combined projects the term “project” refers to both the infrastructure and non-infrastructure elements.

## Index:

QUESTION #1:	Disadvantaged Communities	Page 2
QUESTION #2:	Potential to Increase Users	Page 5
QUESTION #3:	Potential to Reduce Collisions	Page 10
QUESTION #4:	Public Participation & Planning	Page 16
QUESTION #5:	Scope & Plan Consistency	Page 18

# 2019 Active Transportation Program Small Infrastructure Scoring Rubric

## **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 will skip the question and move onto question 2.*

### **Special Instructions & Expectations for Evaluators:**

If the applicant checked the box for “This project does not qualify as a Disadvantaged Community” the evaluator will not evaluate sub-questions C, D and E. The score for Question #1 will be zero “0” if the box is checked.

#### ***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*

#### ***C. Direct Benefit: (0 - 4 points)***

*Explain how the project closes a gap, provides connections to, and/or addresses a deficiency in an active transportation network and how the improvements meet an important need of the disadvantaged community.*

### **Special Instructions & Expectations for Evaluators:**

Sub-questions A & B do not receive any points.

- If the applicant does not check the box “This project does not qualify as a Disadvantaged Community” they are required to provide the required project map(s) and provide the DAC information as required in both A & B.
- The evaluator should verify that the required information in both A & B is provided and complete. If the evaluator determines the information is incomplete, inconsistent, or has been manipulated to maximize the DAC criteria they should note this in their evaluation comments and score Question 1 accordingly.

When evaluating sub-question C the evaluator should consider:

- Does the project provide reasonable improvements to close missing gaps; increase needed routes or connections (such as access to and/or community safety for disadvantaged community residents to parks, greenways, open space, health care centers, transit stops, and other community assets) or address the poor conditions of an existing route?
- If developing a new route/connection, will the project result in a convenient and logical route that residents will want to use because it offers improved access to destinations the community commonly utilizes.
- Will the project address the lack of or need for active transportation planning? And/or does the project address the community concerns about the lack of pedestrian or bicycle safety education in their community?

## 2019 Active Transportation Program Small Infrastructure Scoring Rubric

- Will the project address an identified “need” that was identified by the local community and is it supported by backup documentation/attachments?

Points	Applicant’s ability to demonstrate the project will result in a direct benefit to the Disadvantaged Community.
4 Points	The application <b><u>clearly and convincingly</u></b> : <ul style="list-style-type: none"> <li>• Explains how the project closes a gap, provides connections to, or addresses a deficiency in an active transportation network and/or meets an important disadvantaged community need.</li> </ul>
3 Points	The application <b><u>convincingly</u></b> : <ul style="list-style-type: none"> <li>• Explains how the project closes a gap, provides connections to, or addresses a deficiency in an active transportation network or meets an important disadvantaged community need.</li> </ul>
2 Points	The application <b><u>somewhat</u></b> : <ul style="list-style-type: none"> <li>• Explains how the project closes a gap, provides connections to, and/or addresses a deficiency in an active transportation network or meets an important disadvantaged community need.</li> </ul>
1 Point	The application <b><u>minimally</u></b> : <ul style="list-style-type: none"> <li>• Explains how the project closes a gap, provides connections to, or addresses a deficiency in an active transportation network or meets an important disadvantaged community need.</li> </ul>
0 Points	Evaluators can award a score of zero if they believe the application does not adequately make a convincing argument that the project will directly benefit a disadvantaged community.

### ***D. Project Location: (0 - 2 points)***

*Is your project located within a disadvantaged community?*

### **Special Instructions & Expectations for Evaluators:**

Evaluators should review the project location maps that are required with the application to determine the accuracy of the applicant’s response to the project location question.

- If the applicant failed to provide project location maps that clearly define and show all of the proposed projects locations, and the corresponding census tract/block/place data that verifies the DAC community location status, the evaluator should not give full points for this sub-question and should use their best judgment to choose the least score they feel best represents the information given.

Points	Applicant’s ability to demonstrate the project is located within a DAC.
2 Points	Project location(s) are/is <u>fully</u> (100%) located within a DAC.
1 Point	Project location(s) are/is <u>partially</u> (less than 100%) within a DAC.
0 Points	None of the project location(s) are/is within a DAC.

## 2019 Active Transportation Program Small Infrastructure Scoring Rubric

### E. Severity: (0-4 points)

Points	Median Household Income (MHI) Criteria – MHI = \$51,026
1 Point	75% through <80% of MHI      \$47,836.50 through \$51,025.59
2 Points	70% through <75% of MHI      \$44,646.49 through \$47,835.99
3 Points	65% through <70% of MHI      \$41,458.30 through \$44,646.48
4 Points	< 65% of MHI      less than \$41,458.30
Points	CalEnviroScreen Criteria
1 Point	20% through 25% most disadvantaged
2 Points	15% through < 20% most disadvantaged
3 Points	10% through < 15% most disadvantaged
4 Points	< 10% most disadvantaged
Points	Free or Reduced Lunches
1 Point	≥ 75% through 80% of students receive free or reduced lunches
2 Points	> 80% through 85% of students receive free or reduced lunches
3 Points	> 85% through 90% of students receive free or reduced lunches
4 Points	> 90% of students receive free or reduced lunches

Points	Other DAC Criterion
Use MHI Criteria Severity Scoring Above	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.
TBD	Regional definitions of disadvantaged communities as adopted in a Regional Transportation Plan (RTP) by an MPO or RTPA per obligations with Title VI of the Federal Civil Rights Act of 1964, such as “environmental justice communities” or “communities of concern,” may be used in lieu of the options identified above.
4 Points	Projects located within Federally Recognized Tribal Lands (typically within the boundaries of a Reservation or Rancheria).

# 2019 Active Transportation Program Small Infrastructure Scoring Rubric

**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 NONMOTORIZED USERS. (0-53 POINTS)**

*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? (0-26 points)*

*Discuss:*

- *Destinations and key connectivity the project will achieve*
- *How the project will increase walking and or biking*
- *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: discuss the need for an encouragement, education, and/or enforcement program.*

## **Breakdown of points:**

- **"Need"** must be considered in the context of the **"Potential** for increased walking and bicycling"
- **"Need"** must be considered in the context of one or more of the following:
  - Connectivity to key destinations
  - Mobility to access everyday destinations and services
  - Local public health concerns
- To receive the maximum points, applicants must demonstrate all of the above aspects of "need".

## **Special Instructions & Expectations for Evaluators:**

The following checks and analysis must be done by the evaluator prior to awarding points:

- Review the data provided for reasonableness from the proposed project.
  - The evaluator should consult the attached photos, Google Maps, and any other information available to make an informed decision.
  - A project does not need to have, or create large numbers in order to cause great change to a community's active transportation increases, and this can be reflected in the scores given to a project.
- Evaluate the level to which the applicant demonstrated the need for improvements in the project area.

## 2019 Active Transportation Program Small Infrastructure Scoring Rubric

- Did the applicant identify specific local public health concerns, health disparity, and/or conditions in the built and social environment affecting the project community that can be addressed by increasing walking and biking, including:
  - ❖ Thorough and nuanced discussion of existing health condition(s) amongst targeted users AND
  - ❖ Responses should be more sophisticated than simply stating, “Walking and biking is good for health because it increases physical activity.” AND
  - ❖ The physical or social conditions (known as the social determinants of health) in the target community that contribute to the current health conditions (beyond other elements already addressed in the application including bike/ped infrastructure gaps and barriers, collision rates, etc.) AND
  - ❖ Description and supporting data of the social determinants of health including, but not limited to, access to safe places to recreate, access to essential destinations (like childcare and work), tree canopy, and social cohesion AND
- Provides local public health data demonstrating the above public health concern or health disparity, including:
  - ❖ Inclusion of health data at the smallest geography available (i.e., census tract or possibly county level if census tract is not available) AND
  - ❖ Health status of targeted users given as percentages or rates using relevant and local health indicators AND stated as ranks or comparisons to non-targeted user data (e.g., the community has a higher/lesser obesity rate compared to both the state and other rural communities of similar size) AND
  - ❖ Citation of sources used for all health status information given.

Points	Applicant’s ability to demonstrate a specific active transportation need.
19-24 Points	<p>The application <b><u>clearly and convincingly demonstrates “need” in the project area,</u></b> and documents <u>all</u> of the following:</p> <ul style="list-style-type: none"> <li>• the lack of connectivity,</li> <li>• the lack of mobility for non-motorized users,</li> <li>• local health concerns,</li> <li>• <b><u>AND if applicable</u></b></li> <li>• For NI components- education, encouragement and/or enforcement</li> </ul>
13-18 Points	<p>The application <b><u>convincingly demonstrates “need” in the project area,</u></b> and documents: (at least 2 of the following)</p> <ul style="list-style-type: none"> <li>• the lack of connectivity,</li> <li>• the lack of mobility for non-motorized users,</li> <li>• local health concerns,</li> <li>• <b><u>AND if applicable</u></b></li> <li>• For NI components- education, encouragement and/or enforcement</li> </ul>
7-12 Points	<p>The application <b><u>somewhat demonstrates “need” in the project area,</u></b> and documents: (at least 1 of the following)</p> <ul style="list-style-type: none"> <li>• the lack of connectivity,</li> <li>• the lack of mobility for non-motorized users,</li> <li>• local health concerns</li> <li>• <b><u>AND if applicable</u></b></li> <li>• For NI components- education, encouragement and/or enforcement</li> </ul>

## 2019 Active Transportation Program Small Infrastructure Scoring Rubric

1-6 Points	The application <b><u>minimally demonstrates “need” in the project area</u></b> , and documents: (partially 1 or more of the following) <ul style="list-style-type: none"> <li>• the lack of connectivity,</li> <li>• the lack of mobility for non-motorized users,</li> <li>• local health concerns</li> </ul> <b><u>AND if applicable</u></b> <ul style="list-style-type: none"> <li>• For NI components- education, encouragement and/or enforcement</li> </ul>
0 Points	The application <b><u>does not demonstrate “need” in the project area</u></b>

**PLUS:**

Points	Applicant’s ability to demonstrate the active transportation needs of STUDENTS.
2 Points	The application demonstrates the active transportation needs of students
0 Points	The application <b>does not</b> demonstrate the active transportation needs of students

**B. Describe how the proposed project will address the active transportation need: (0-27 points)**

**1. Proposed project addresses:**

- Close a gap?
- Creation of new routes?
- Removal of barrier to mobility?
- Other Improvements to existing routes?

**2. Must provide a map of each gap closure identifying the gap and connections, and/or of the new route location, and/or the barrier location and improvement.**

**3. Referencing this map, describe the existing route(s) that currently connect the affected transportation related and community identified destinations and why the route(s) are not adequate.**

**4. Referencing this map, 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.**

- For combined I/NI projects: discuss how the encouragement, education, and/or enforcement program will help address the needs.

**Breakdown of points:**

- **“Need”** must be considered in the context of the “Potential for increased walking and bicycling”
- **“Will address”** must be considered in the context of one or more of the following “needs”:
  - the lack of connectivity,
  - the lack of mobility for non-motorized users,
  - local health concerns

## 2019 Active Transportation Program Small Infrastructure Scoring Rubric

To receive the maximum points, applicants must demonstrate all of the above aspects of “need”. The amount of points an applicant/project receives on this sub-questions is **not impacted by the number of categories documented** for addressing the active transportation need.

- Applications only documenting one category has the potential of receiving full points as long as it can fully meet the scoring criteria. It is up to the applicant to demonstrate that additional categories are not appropriate for the project to better or more fully address the need.
- Applications documenting numerous categories should not automatically receive additional points. It is up to the applicant to demonstrate that the project scope connected to each category is relevant to the non-motorized users’ needs in the project limits.

### **Special Instructions & Expectations for Evaluators:**

A “very important destination”, includes those that offer access to goods, services and activities that society considers particularly important i.e. a hospital, a grocery store, a transit station, or an employment center (where the community can reasonably expect to find employment). The applicant may be able to make a case for other very important destinations, with adequate documentation.

### **The following checks and analysis must be done by the evaluator prior to awarding points:**

- Evaluate if the proposed improvements are the best solution to address the need described in sub-question A.
- Evaluate if the destinations shown in the application are reasonably accessible by non-motorized users.
- Determine if an increase in active transportation modes can be realized by the project.
- Determine if the local public health department and/or local non-profit that provides support for health equity/addressing health disparities
  - was involved in aspects of the application such as supporting public engagement, developing project scope, supporting data and statistics to highlight the public health need, etc. AND
  - will continue to be engaged in the implementation of the project/program
- Evaluators should award fewer points if the local public health department and/or local non-profit that provides support for health equity/addressing health disparities was just contacted for data or information, but not involved in a meaningful way in project development otherwise, or if the applicant did not contact the local public health department.

Points	Applicant’s ability to make a case that the project will address need for active transportation.
20-26 Points	<p>The application <b><u>clearly and convincingly demonstrates</u></b> that the <b><u>project will best result in meaningful increases</u></b> in the number (and/or percentage for rural/small communities) of walking and bicycling users in the project area by:</p> <ul style="list-style-type: none"> <li>• creating or improving links or connections,</li> <li>• encouraging use of routes to very important destinations and community identified destinations.</li> </ul>
13-19 Points	<p>The application <b><u>convincingly demonstrates</u></b> that the <b><u>project will likely result in meaningful increases</u></b> in the number (and/or percentage for rural/small communities) of walking and bicycling users in the project area by:</p> <ul style="list-style-type: none"> <li>• creating or improving links or connections,</li> <li>• encouraging use of routes to very important destinations and community identified destinations.</li> </ul>



## 2019 Active Transportation Program Small Infrastructure Scoring Rubric

7-12 Points	<p>The application <b><u>somewhat demonstrates</u></b> that the <b><u>project will likely result in minor meaningful increases</u></b> in the number (and/or percentage for rural/small communities) of walking and bicycling users in the project area by: (at least 1 of the following)</p> <ul style="list-style-type: none"> <li>• creating or improving links or connections,</li> <li>• encouraging use of routes to very important destinations and community identified destinations.</li> </ul>
1-6 Points	<p>The application <b><u>minimally demonstrates</u></b> that the <b><u>project may result in some minor increases</u></b> in the number (and/or percentage for rural/small communities) of walking and bicycling users by: (partially 1 or more of the following)</p> <ul style="list-style-type: none"> <li>• creating or improving links or connections,</li> <li>• encouraging use of routes to very important destinations and community identified destinations.</li> </ul>
0 Points	The application did not demonstrate the project would address the need.

**PLUS:**

Points	Applicant's ability to make a case that the proposal that will increase the number of active transportation trips accomplished by STUDENTS.
1 Point	The project will increase the proportion of active transportation trips accomplished by students
0 Points	The project <b>will not</b> increase the proportion of active transportation trips accomplished by students

## 2019 Active Transportation Program Small Infrastructure Scoring Rubric

### **QUESTION #3: POTENTIAL FOR REDUCING THE NUMBER AND/OR RATE OR THE RISK OF PEDESTRIAN AND BICYCLIST FATALITIES AND INJURIES, INCLUDING THE IDENTIFICATION OF SAFETY HAZARDS FOR PEDESTRIANS AND BICYCLISTS. (0-25 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. (0-12 points)*

***8 points:** Based on applicant's ability to make a compelling case that the history of crash data (or Safety Data for projects without documented crash data) within project location represents one of the agency's top priorities for addressing ongoing safety and demonstrates the need for safety improvements.*

#### **Breakdown of points:**

The amount of points an applicant/project receives on this sub-question is based on the evaluators review of the following output files from the new UC Berkeley SafeTREC TIMS ATP tool (or if the agency prefers, they may use their own collision database data/software to produce equivalent documents).

- The "County/City Heat Map" and the "Community Heat Map" of the area surrounding the project limits: Points are based on the maps demonstrating that the relative collision history within the project limits is high when compared to the overall jurisdiction/community's collision history, suggesting that the project limits represent one of their highest safety needs.
- Project Area Collision Map: Points are based on the map demonstrating that the past collision locations are within the "**Influence area**" of the proposed safety improvements. Evaluators should consider the overall project limits AND the limits of the specific improvements/scope of the project.
- Collision Summaries and collision lists/reports: Points are based on summaries, lists and reports demonstrating the overall number of collisions and that collision trends, collision types, and collision details will be positively impacted by the proposed safety improvements.
  - ❖ Note: For applications that do not have the collision data OR that prefer to provide safety data in a different format are allowed to do so. If an application chooses not to provide the above output documents, then the evaluator must scrutinize why they did not provide these documents/data and then do their best to make an approximation/comparison of the data provided to the generally-expected output data.

#### **Special Instructions & Expectations for Evaluators:**

Applicants are **required** to respond to question **1 or 2**, and have the **option** to respond to **both**.

Sub-questions 1 and/or 2 and 3 do not receive any points. The evaluator should verify that the required information in 1 and/or 2 and 3 is provided and complete. If the evaluator determines the information is incomplete, inconsistent, or has been manipulated they should note this in their evaluation comments and score sub-question 4 accordingly.

The following "Minimum Requirements" must be met for the application to receive any of these points:

- Applicant must provide the output files from the new TIMS ATP tool (or if the agency prefers, they may use their own collision database data/software to produce equivalent documents)
- The output files provided by the Applicant must meet the following parameters:

## **2019 Active Transportation Program Small Infrastructure Scoring Rubric**

- The project's "Influence area", as defined by the applicant and shown in the output documents, must be consistent with the project maps/plans attached to the application AND must be reasonable per the "Influence area" guidance below.
  - Evaluators should consider additional point reductions for this question if the applicant included crash data that does not reasonably tie to the influence area of the proposed "safety" improvements.
- The collisions represent the most recent 5-11 years of available crash data. (Note: SWITRS and TIMS crash data is typically 1.5 to 2.5 years old before it is loaded into the crash database).
- If the applicant does not use the TIMS ATP tool and instead uses their own collision database data/software, then the following additional checks and analysis must be done by the evaluators prior to awarding points:
  - Crashes are from official crash reports. The full crash reports do not have to be included, but their report number and agency must be identifiable.
  - Only pedestrian and bicycle crashes are included. All crashes that do not include a non-motorized user as one of the primary victims must be excluded.
  - The number of crashes entered into the table is directly supported by both the map and the listing.
- The data entered in the application-table is accurate and reflects the documentation the applicant provides abiding to the above requirements.

A project's expected safety "Influence Area" (i.e. Where a project has the potential to mitigate) must be reasonable. The project's "Influence area" is established by the applicant and in the TIMS ATP Tool is depicted by the "Project Area Collision Map". The following are some general criteria to guide applicants and evaluators in determining appropriate "influence-area" and/or overall project area for their proposed safety improvements/countermeasures (These criteria are defined in the Caltrans Highway Safety Improvement Program application Instructions). Prior to scoring the Safety Question, the evaluator should assess and try to confirm that the applicant's "project area" (or Influence Area) shown in their maps is reasonable with respect to the following criteria:

- New Traffic Signals: crashes within 250 feet of the new signal.
- For intersection or mid-block crossing improvements, collisions that occurred within 250 feet of the intersection/mid-block crossing in all directions affected by the improvement may be used.
- Longitudinal Improvements (bike lanes, sidewalks, road diets, etc.): crashes potentially effected by and within the limits of the improvement.
- If the improvements represent a new route and there is no past crash and safety data available within the limits of the proposed improvements, the applicant should consider the potential for the project to eliminate or reduce existing conflict points on parallel routes. The crash data from parallel routes can be included where the new facility/route can be reasonably expected to reduce the likelihood of past crashes from reoccurring. The overall applicant data provided in the Narrative Questions and various attachments must support the use of parallel crash data.

## 2019 Active Transportation Program Small Infrastructure Scoring Rubric

<b>Points</b>	<b>Applicant’s ability to demonstrate the project location represents <u>one of the agency’s top priorities for addressing ongoing safety.</u></b>
6-8 Points	<p>The application <b><u>clearly and convincingly shows:</u></b></p> <ul style="list-style-type: none"> <li>○ <u>Collision Heat-maps</u> demonstrating that the relative collision history within the project limits is high when compared to the overall jurisdiction/community’s collision history,</li> <li>○ <u>Project Area Collision Map</u> demonstrating that the past collision locations are within the <b>“Influence area”</b> of the proposed safety improvements.</li> <li>○ <u>Collision Summaries and collision lists/reports</u> demonstrating that the overall number of collisions is significant and that collision trends, collision types, and collision details will be positively impacted by the proposed safety improvements.</li> </ul>
3-5 Points	<p>The application <b><u>somewhat shows:</u></b></p> <ul style="list-style-type: none"> <li>○ <u>Collision Heat-map</u> demonstrating that the relative collision history within the project limits is high when compared to the overall jurisdiction/community’s collision history,</li> <li>○ <u>Project Area Collision Map</u> demonstrating that the past collision locations are within the <b>“Influence area”</b> of the proposed safety improvements.</li> <li>○ <u>Collision Summaries and collision lists/reports</u> demonstrating that the overall number of collisions is significant and that collision trends, collision types, and collision details will be positively impacted by the proposed safety improvements.</li> </ul>
1-2 Points	<p>The application <b><u>minimally shows:</u></b></p> <ul style="list-style-type: none"> <li>○ <u>Collision Heat-map</u> demonstrating that the relative collision history within the project limits is high when compared to the overall jurisdiction/community’s collision history,</li> <li>○ <u>Project Area Collision Map</u> demonstrating that the past collision locations are within the <b>“Influence area”</b> of the proposed safety improvements.</li> <li>○ <u>Collision Summaries and collision lists/reports</u> demonstrating that the overall number of collisions is significant and that collision trends, collision types, and collision details will be positively impacted by the proposed safety improvements.</li> </ul>
0 Points	<p>Evaluators can award a score of zero if they believe the application does not provide verifiable data and does not provide data-driven documentation to demonstrate that the propose project represents one of the jurisdiction/community’s highest safety needs AND does not demonstrate that collision trends, collision types, and collision details will be positively impacted by the proposed safety improvements.</p>

***4 points: Based on applicant’s ability to make a compelling case that they have analyzed their past Crash Data (or Safety Data for projects without documented crash data) and can demonstrate that the proposed safety improvements correspond to the types and locations of the past collisions.***

**Special Instructions & Expectations for Evaluators:**

The following checks and analysis must be done by the evaluator prior to awarding points:

- Evaluators are to verify that the applicant demonstrated that the past crash/safety data is within the expected influence area of the proposed project.
- Evaluators are to verify that the applicant demonstrated that they analyzed the past crash/safety data to identify the specific crash-type trends which will likely occur in the future if no action is taken.
- Evaluators are to verify that the applicant demonstrated there are significant safety threats to pedestrians and/or bicycles which can be mitigated by ATP eligible improvements.

## 2019 Active Transportation Program Small Infrastructure Scoring Rubric

Points	<b>Applicant's ability to demonstrate that they have <u>analyzed their past Crash/Safety Data and the proposed safety improvements correspond to the types and locations of the past collisions.</u></b>
4 Points	<p>The application <b><u>clearly and convincingly shows:</u></b></p> <ul style="list-style-type: none"> <li>• how the past crash/safety data is within the expected influence area of the proposed project,</li> <li>• that the past crash/safety data was analyzed by the applicant to identify the specific crash-type trends that will likely occur in the future if no action is taken, <b><u>AND</u></b></li> <li>• there are significant safety threats to pedestrians and/or bicycles that can be mitigated by ATP eligible improvements.</li> </ul>
3 Points	<p>The application <b><u>convincingly shows:</u></b></p> <ul style="list-style-type: none"> <li>• how the past crash/safety data is within the expected influence area of the proposed project,</li> <li>• that the past crash/safety data was analyzed by the applicant to identify the specific crash-type trends that will likely occur in the future if no action is taken, <b><u>AND</u></b></li> <li>• there are significant safety threats to pedestrians and/or bicycles that can be mitigated by ATP eligible improvements.</li> </ul>
2 Points	<p>The application <b><u>somewhat shows:</u></b></p> <ul style="list-style-type: none"> <li>• how the past crash/safety data is within the expected influence area of the proposed project,</li> <li>• that the past crash/safety data was analyzed by the applicant to identify the specific crash-type trends that will likely occur in the future if no action is taken, <b><u>AND</u></b></li> <li>• there are significant safety threats to pedestrians and/or bicycles that can be mitigated by ATP eligible improvements.</li> </ul>
1 Point	<p>The application <b><u>minimally shows:</u></b></p> <ul style="list-style-type: none"> <li>• how the past crash/safety data is within the expected influence area of the proposed project,</li> <li>• that the past crash/safety data was analyzed by the applicant to identify the specific crash-type trends that will likely occur in the future if no action is taken, <b><u>AND</u></b></li> <li>• there are significant safety threats to pedestrians and/or bicycles that can be mitigated by ATP eligible improvements.</li> </ul>
0 Points	<p>Evaluators can award a score of zero if they believe that the application does not adequately prove the safety need of the proposed project.</p>

## 2019 Active Transportation Program Small Infrastructure Scoring Rubric

### B. Safety Countermeasures (13 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.*

#### **Breakdown of points:**

- The amount of points an applicant/project receives on this sub-questions is not impacted by the number of “Potential safety hazards” and “Countermeasures” documented in the application.
  - Applications only documenting one “Potential safety hazard” / “Countermeasure” has the potential of receiving full points as long as it can fully meet the scoring criteria and demonstrate that implementing only one countermeasure is appropriate to fully address the existing hazards.
  - Applications documenting numerous “Potential safety hazards” / “Countermeasures” should not automatically receive additional points. It is up to the applicant to demonstrate that each safety hazard is relevant to the non-motorized users in the project limits and that each countermeasure being funded by the project is necessary to mitigate the potential for future crashes.
  - Projects that appear to include elements/costs with little safety benefits should not receive as many points as projects with highly effective & efficient use of limited funding.

#### **Special Instructions & Expectations for Evaluators:**

The following checks and analysis must be done by the evaluator prior to awarding points:

- Evaluators are to evaluate the level to which the applicant demonstrated the need for the safety improvements being proposed in the project.
- Evaluators are to evaluate the level to which the applicant demonstrated that they analyzed the past crash/safety data trends and appropriately selected safety countermeasure(s) with proven track record(s) for addressing the past trends.
- Evaluators are to evaluate the level to which the applicant demonstrated each proposed safety countermeasure(s) is appropriately included in the project to mitigate the potential for future non-motorized crashes in the area of the project.

Points	<b>Applicant’s ability to demonstrate the project will remedy (one or more) potential safety hazards with the project limits.</b>
10-13 Points	<p><b>The applicant clearly and convincingly demonstrates</b> that:</p> <ul style="list-style-type: none"> <li>• there is an <b>urgent need</b> for the countermeasure(s) proposed – based on past crash/safety data trends,</li> <li>• the proposed countermeasure(s) have a <b>proven track record</b> for addressing the past crash/safety data trends,</li> <li style="text-align: center;"><b><u>AND</u></b></li> <li>• the proposed application of the countermeasure(s) should <b>fully mitigate</b> the potential for future non-motorized crashes in the area of the project.</li> </ul>

## 2019 Active Transportation Program Small Infrastructure Scoring Rubric

7-9 Points	<p><b>The applicant convincingly demonstrates</b> that:</p> <ul style="list-style-type: none"> <li>• there is a <b>significant need</b> for the countermeasure(s) proposed – based on past crash/safety data trends,</li> <li>• the proposed countermeasure(s) have a <b>proven track record</b> for addressing the past crash/safety data trends, <b>AND</b></li> <li>• the proposed application of the countermeasure(s) should <b>significantly (but not fully) mitigate</b> the potential for future non-motorized crashes in the area of the project.</li> </ul>
4-6 Points	<p><b>The applicant somewhat demonstrates</b> that:</p> <ul style="list-style-type: none"> <li>• there is a <b>moderate need</b> for the countermeasure(s) proposed – based on past crash/safety data trends,</li> <li>• the proposed countermeasure(s) have a <b>track record</b> for addressing the past crash/safety data trends, <b>AND</b></li> <li>• the proposed application of the countermeasure(s) should <b>somewhat mitigate</b> the potential for future non-motorized crashes in the area of the project.</li> </ul>
1-3 Points	<p><b>The applicant minimally demonstrates</b> that:</p> <ul style="list-style-type: none"> <li>• there <b>could be a need</b> for the countermeasure(s) proposed – based on past crash/safety data trends,</li> <li>• the proposed countermeasure(s) have a <b>track record</b> for addressing the past crash/safety data trends, <b>AND</b></li> <li>• the proposed application of the countermeasure(s) should <b>somewhat mitigate</b> the potential for future non-motorized crashes in the area of the project.</li> </ul>
0 Points	<p>Evaluators can award a score of zero if they believe that the application does not adequately prove the safety need of the proposed project.</p>

# 2019 Active Transportation Program Small Infrastructure Scoring Rubric

## **QUESTION #4: PUBLIC PARTICIPATION and PLANNING (0-10 POINTS)**

### **A. Describe the community based public participation process that has and will continue to define the proposed project.**

*Include discussions of: What was the process to prepare for existing and future needs of users of this project? Who was engaged in the public participation and planning process? How will stakeholders continue to be engaged in the implementation of the project?*

### **General Guidance on stakeholders and their involvement in a project:**

- **Public** stakeholders can include, but are not limited to, residents, targeted end users, and community leaders, elected officials, advocacy organizations, local businesses, and members of vulnerable or underserved populations (i.e. elderly, youth, physically and/or mentally disabled, members from disadvantaged communities).
- **Governmental** stakeholders can include other departments, agencies, jurisdictions, etc. impacted by the proposed project that are NOT the applicant (these can include, but are not limited to law enforcement, transportation, local health department, schools/school districts, emergency services, metropolitan planning organization, etc.)
- **Meetings and/or events** and how many were held to engage stakeholders is key to Public Participation. These can include, but are not limited to:
  - The type of meetings or events: open houses, community charrettes, city council meetings, planning commission meetings, etc.
  - How the meetings or events were noticed: local newspaper, county website, on the radio, at school parents group meetings, etc.
  - How the meetings or events were documented: Meeting sign-in sheets, meeting notes, letters of support, etc.
  - Where the meetings or events took place: school, community center, city council hall, etc.
  - The accessibility of the meetings or events: accessible by public transportation, translational services provided, and time of day the meetings or events were held, etc.
  - The stakeholders' involvement in the decision-making body: technical advisory committee, citizens' advisory committee, etc.

### **Special Instructions & Expectations for Evaluators:**

The following checks and analysis must be done by the evaluator prior to awarding points. Evaluators are to:

- Consider whether or not the applicant appropriately used their agency's active transportation technical planning to develop and refine the project scope.
- Consider the level to which the technical planning considered both existing and future needs of the project users and transportation system.
- Consider the level to which the planning process was effectively integrated into the public participation process.
- Give consideration to any attachments the agency provided in connection with this sub-question, including but not limited to: any applicable public outreach process/proposal/plan, links to websites, meeting agenda, meeting sign-in sheet, meeting minutes, public service announcements, letters of support, new alternatives or major revisions that were identified, etc.
  - Consider the level to which the letters of support emphasize that the project represents the top or one of the top active transportation priorities for the community, targeted end users, or public stakeholders.
- Consider the extent that the public participation and planning process was utilized to identify and improve the effectiveness of the project and ensure the project is one of the highest community/regional active transportation priorities.



## 2019 Active Transportation Program Small Infrastructure Scoring Rubric

- Additional consideration can be given for outreach which has been ongoing for a longer duration.
- Consider the magnitude of the proposed project when considering the extent to which the project represents one of the highest community/regional active transportation priorities.

Points	<b>Applicant’s ability to demonstrate the public participation process will be utilized as part of the development of a plan.</b>
8-10 Points	<b>The applicant clearly and convincingly demonstrates</b> that: The project scope was developed through a comprehensive technical planning process (appropriate for the complexity and magnitude of the project) <b>and</b> the planning process considered the existing and future needs of the project users and transportation system <b>and</b> the planning process was effectively integrated into the public participation process.
5-7 Points	<b>The applicant demonstrates</b> that: The project scope was developed through a comprehensive technical planning process (appropriate for the complexity and magnitude of the project) <b>and</b> the planning process considered the existing and future needs of the project users and transportation system <b>and</b> the planning process was effectively integrated into the public participation process.
3-4 Points	<b>The applicant somewhat demonstrates</b> that: The project scope was developed through a technical planning process (appropriate for the complexity and magnitude of the project) <b>and/or</b> the planning process considered the existing and future needs of the project users and transportation system <b>and/or</b> the planning process was somewhat integrated into the public participation process.
1-2 Points	<b>The applicant minimally demonstrates</b> that: The project scope was developed through a technical planning process (appropriate for the complexity and magnitude of the project) <b>and/or</b> the planning process considered the existing and future needs of the project users and transportation system <b>and/or</b> the planning process was minimally integrated into the public participation process.
0 Points	Evaluators can award a score of zero if they believe that the application does not adequately prove the project scope is a result of technical planning.

# 2019 Active Transportation Program Small Infrastructure Scoring Rubric

## **QUESTION #5: SCOPE AND PLAN CONSISTANCY (0-2 POINTS)**

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

- *The scope and plans are consistent with one another including (2 points):*
  - Improvement location(s)*
  - Improvement element(s)*
  
- *Either the scope and plans are not consistent with one another including (0 points):*
  - Improvement location(s)*
  - Improvement element(s)*

### **Special Instructions & Expectations for Evaluators:**

The following checks and analysis must be done by the evaluator prior to awarding points:

- Give consideration to all of the information contained in the application; but extra attention should be given to the written scope/project description and the plans/maps included in the application.
- Do the plans/maps show the complete project as described in the application?

2 Points	All elements are consistent
0 Points	Not all elements are consistent