



## 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 2011-2015 American Community Survey (ACS) (<\$49,454). 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 2.0 (CalEnviroScreen) scores (score must be greater than or equal to 36.62). This list can be found at the following link under SB 535 List of Disadvantaged Communities:

<http://www.calepa.ca.gov/EnvJustice/GHGInvest/>

Census Tract/Block Group/Place #	Population	CalEnviroScreen Score

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 the adoption date of the statewide ATP guidelines in order to be considered for use. CTC staff will make the final determination of the eligibility of regional definitions at least one month prior to the statewide application due date.** (Max of 00 Words)

It is the intent of the Commission that if a region elects to adopt a regional definition of disadvantaged communities that this definition will be used for the region's broader planning purposes rather than only for Active Transportation Program grant funding.

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 0 Words)

Words Remaining:

2. Explain how the disadvantaged community residents will have physical access to the project. (Max of 0 Words)

Words Remaining:

3. Illustrate how the project was requested or supported by the disadvantaged community residents.

(Max of 0 Words)

Words Remaining:



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**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- 35 45 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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

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?

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 a [unique specific public health concern and/or health disparity affecting the project community](#), not a general ATP benefit).
  - Healthy Places Index (HPI) <http://phasocal.org/> (optional): [Look at the indicators in the HPI and/or local Health Department data regarding the project population, and describe how the project will reduce the impact of those factors.](#)
- For combined I/NI: [discuss the need for an encouragement, education, and/or enforcement program.](#)

[For a Combined I/NI project add the NI question below](#)

**1. Addressing Non-Infrastructure (NI) need** Describe how the NI program will use encouragement, education, and/or enforcement to address the need(s) identified above with the goal of walking and/or biking to key destinations within the program area.

(0- 20 points) (Max of 00 Words)

Words Remaining:



**B. Describe how the proposed project will address the active transportation need: (0-15 25 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:

Yes  No

**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 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:



## Part B: Narrative Questions

### Detailed Instructions for Question #3

**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. (0-25 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. (15 points max)**

1. 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**

**Note: 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 tools and training can utilize their choice of methods/tools to provide this information**

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

Note to IT-An Attachment is required here

*From the project-area collision summaries, enter the total reported pedestrian and/or bicycle collisions within the last 5 years:*

# of Crashes	Pedestrian	Bicycle	Total
<b>Fatalities</b>			0
<b>Injuries</b>			0
<b>Total</b>	0	0	0

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 methodologies can either be included as part of the text or via a separate attachment in the field below. (Max of 00 Words)(Optional)

Words Remaining:

**Data and methodologies Attachment (optional)**



3. Referencing the project's heat-maps, collision map and collision summaries provided 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 the use of enforcement.

(Max of 00 Words)

Words Remaining:

**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?

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

Words Remaining:

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

Words Remaining:

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

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

Words Remaining:

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

Words Remaining:

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:





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

Yes  No

Words Remaining:

4. **Improves compliance with local traffic laws for both motorized and non-motorized users?**

Yes  No

a. Which Law: \_\_\_\_\_ If Other, please explain \_\_\_\_\_

b. 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 is/was the process of defining designs to prepare for future needs of users of this project? How did the applicant analyze the alternatives and impacts on the transportation system to influence beneficial outcomes? Describe who was/will be engaged in the identification and development of this project. Describe how stakeholders will continue to be engaged in the implementation of the project. If applicable- Describe the feedback received during the stakeholder engagement process.

(Max of 00 words)

Words Remaining:

- B. How did the applicant analyze the range of alternatives and impacts on the transportation system to influence beneficial outcomes?

(Max of 00 words)

Words Remaining:



**QUESTION #5**

**Part B: Narrative Questions**  
**Detailed Instructions for Question #5**

**PROJECT SCOPE AND IMPLEMENTATION (0-10 POINTS)**

**(To be scored by CTC evaluators)**

**A. Development and documentation of the Project Scope: (10 points)**

ATP applications must develop and document the proposed project's Scope, Cost and Schedule to a level that meets a PSR-Equivalent document (per CTC's ATP Guidelines and CTC's Adoption of PSR Guidelines - Resolution G-99-33).

The documents and application sections considered key to defining the project's Scope, Cost and Schedule are:

- Project layout-plans and cross-sections
- Detailed Engineer's Estimate
- Project Schedule and Requested programming years for the ATP funding
- Supporting photos, maps, etc.

These documents, along with the other elements of the ATP Engineer's Checklist (Attachment B), will be evaluated for:

- How well they match the applicant's responses throughout this application
- How well they meet the PSR-Equivalent expectations defined in the Engineer's Checklist
- How well the overall project scope meets the Purpose and Goals for the ATP, as defined CTC Guidelines.

For projects with Non-Infrastructure elements (Combined I/NI projects), applicants must complete the 22-R:

The 22-R will be evaluated for:

- How well it matches the applicant's responses throughout this application
- How well the overall scope meets the Purpose and Goals for the ATP, as defined CTC Guidelines
- Compliance with the ATP Non-Infrastructure Program Guidance



**QUESTION #6**

**Part B: Narrative Questions**  
**Detailed Instructions for Question #6**

**CONTEXT SENSITIVE BIKEWAYS/WALKWAYS and INNOVATIVE PROJECT ELEMENTS (0-10 5 POINTS)**

A. **How ~~What~~ are the “recognized best” solutions employed in this project ~~that are~~ appropriate for the local community context? ~~Does this project employ those solutions? If not why?~~**

As you address this question ~~include~~ consider the following:

- The posted speed ~~limits~~ and actual speed,
- ~~The existing and future motorized vehicular~~ and non-motorized traffic volume,
- The widths for each facility, ~~and~~
- The user “level of stress” ~~environment~~ on each facility, ~~and or a low stress network~~
- ~~The adjacent ~~Were~~ land use, and ~~connections considered? If so discuss its impact on the project~~~~
- 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 a FHWA or State Experimentation effort or does this project propose any solutions that are new to their region? Describe the innovative features of the project and how the project is the project going beyond minimum design standards to maximize potential users of all ages and abilities. (or explain why the context of the project best lends itself to standard treatments/features.)~~

(Max of 00 words)

Words Remaining:



**QUESTION #7**

**Part B: Narrative Questions**  
**Detailed Instructions for Question #7**

**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:



## Part B: Narrative Questions

### Detailed Instructions for Question #8

#### QUESTION #8

#### 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 #9**

**Part B: Narrative Questions**  
**Detailed Instructions for Question #9**

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

**(To be scored by CTC or evaluators)**

Unable to deliver a past ATP project?

Did not construct the complete project described in the ATP application?

Other?