



## 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/program/plan, the geographic boundaries of the disadvantaged community, and disadvantaged community access point(s) and destinations that the project/program/plan 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 (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/filespp.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 200 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, and/or addresses a deficiency in an active transportation network and how the improvements meet an important need of the disadvantaged community. (Max of 0 Words)

Words Remaining:

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

1. Is your project located within a disadvantaged community? (100% within = 2 points, partial = 1 point, none = 0 points)

**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. (0-45 40 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: (0-25 POINTS)**

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** concern **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 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: (0-15 points)**



What type of active transportation need will the proposed project directly address (select one or more) of the following elements, and discuss how the project will be meeting the identified need.

1. proposed project address:

- Closure of a gap?

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

- Creation of new routes?

*New route = Construction of a new facility that did not previously exist that provides a transportation route.*

- Removal of barrier to mobility?

Describe the type of barrier

- Other improvements to existing routes?

(Max of 00 Words)

2. Must provide a map identifying the location of each: gap closures and connections; the new routes; and the barriers and improvements.

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. (Max of 00 Words)

Words Remaining:

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.

(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)**

**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.*

2. Applications that do not have collision data 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 program area collision summaries/data provided in questions 1 and/or 2, enter the total reported pedestrian and bicycle collisions within the last 5 years.

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



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:

**B. Safety Countermeasures: (10 points max)**

Referencing the information provided in Part A, demonstrate how the proposed countermeasures directly address (one or more) of the following underlying factors that may be contributing to the occurrence (or potential occurrence) of pedestrian and/or bicyclist collisions:

- Reduces speed and/or volume of motor vehicles in the proximity of non-motorized users
- Improves sight distance and/or visibility between motorized and non-motorized users
- Eliminates potential conflict points between motorized and non-motorized users, including creating physical separation between motorized and non-motorized users
- Improves compliance with local traffic laws for both motorized and non-motorized users
- Addresses inadequate vehicular traffic control devices
- Addresses inadequate or unsafe bicycle facilities, trails, crosswalks and/or sidewalks
- Eliminates or reduces behaviors that lead to collisions involving non-motorized users

(Max of 00 words)

Words Remaining:



QUESTION #4

**Part B: Narrative Questions**  
**Detailed Instructions for Question #4**

**PUBLIC PARTICIPATION and PLANNING (0-5 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?

(Max of 00 words)

Words Remaining:



**QUESTION #5**

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

**PROJECT SCOPE AND IMPLEMENTATION (0-15 POINTS)**

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

**A. Development and documentation of the Project Scope: (15 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





## Part B: Narrative Questions

### Detailed Instructions for Question #6

**QUESTION #6**

**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 #7**

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

**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?