



## 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 2010-2014 American Community Survey (ACS) (<\$49,191). 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 definitions- TBD

Words Remaining:

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

1. Explain how the project/program/plan 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/program/plan. (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:

**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- 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 concern not a general ATP benefit).
  - Healthy Places Index (HPI) <http://phasocal.org/> (optional)

For Combined INI project add the NI question below

1. **Addressing the 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: (0-25 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 destination 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:

- d.

**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	
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*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. Referencing project’s heat-maps provided in above, discuss how the proposed limits represents one of the agency’s top priorities for addressing ongoing safety issues. When appropriate, applicants may want to discuss recent projects they have completed (or are in the process of completing) in areas surrounding the proposed limits where the heat-maps show having even higher numbers of past collisions. (Max of 00 Words)

Words Remaining:

3. Referencing the project area collision map and collision summaries provided above, discuss how the proposed project improvements correspond to the types and locations of the past collisions. If appropriate, discuss how collision concentrations within the project limits correspond to additional safety features at the location (e.g. lighting, bulb-outs, signals/beacons, etc.) Discuss the ties between the number of pedestrians vs. bicycle collisions and the project’s focus on pedestrian vs. bicycle improvements. (Max of 00 Words)

Words Remaining:



4. \*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.)

When appropriate, the corresponding methodology used should also be included. 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)**

**For combined INI add the question below**

**Non-Infrastructure**

Describe how the program educates bicyclists, pedestrians, and/or drivers about safety hazards for pedestrians and bicyclists. Describe how the program encourages this safe behavior. If available, include documentation of effectiveness of similar programs in encouraging safe behavior. (Max of 00 Words)

Words Remaining:

Include, if applicable, a map identifying safety hazards and/or photos of safety hazards. Programs should address safety hazards that have been identified through police reports, collision history, field observations, and/or other verifiable source.

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

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

1. Reduces speed or volume of motor vehicles in the proximity of non-motorized users?  Yes  No

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

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?  Yes  No

a. 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?**  Yes  No

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

b. Improvement that addresses conflict point: (Max of 00 Words) 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/program proposal or will be utilized as part of the development of a plan.

- 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 (10 points max) (Max of 00 words)

Words Remaining:



**QUESTION #5**

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

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

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

As you address this question include the following:

- the posted speed and actual speed,
- existing and future vehicular and non-motorized traffic volume,
- the widths for each facility and
- how the project is advancing a low(er) stress environment on each facility or a low stress network
- Were land use connections considered? If so discuss its impact on the project ) (Max of 00 words)

Words Remaining:

**B. INNOVATIVE PROJECT ELEMENTS**

Describe the innovative features of the project, OR explain why the context of the project best lends itself to standard treatments/features.

(Max of 00 words)

Words Remaining:



**QUESTION #6**

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

**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 #7

#### QUESTION #7

#### 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 #8**

**Part B: Narrative Questions**  
**Detailed Instructions for Question #8**

**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?