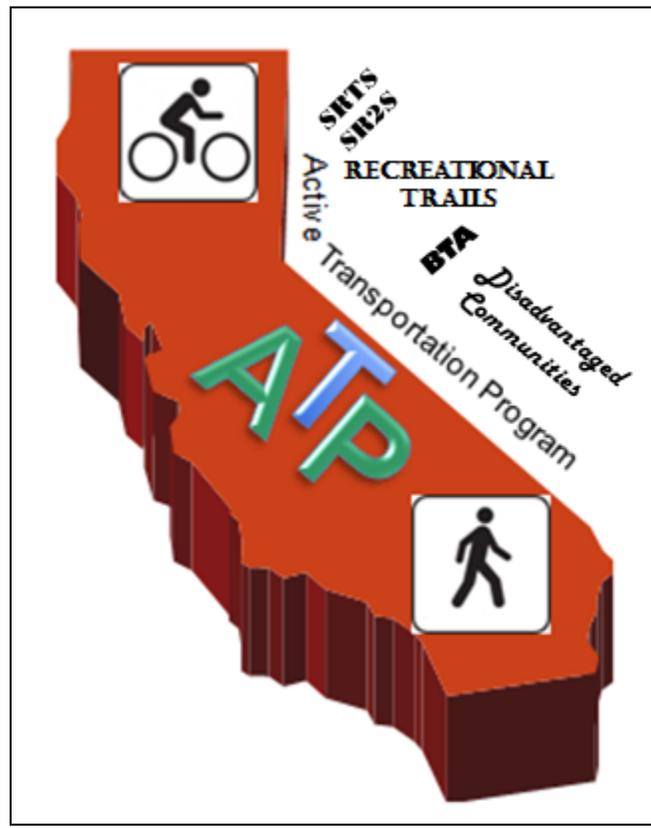


# APPLICATION CYCLE 1 ACTIVE TRANSPORTATION PROGRAM (ATP)

Please read the Application Instructions at  
<http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html>  
prior to filling out this application

Project name:



For Caltrans use only: \_\_\_TAP \_\_\_STP \_\_\_RTP \_\_\_SRTS \_\_\_SRTS-NI \_\_\_SHA  
\_\_\_DAC \_\_\_Non-DAC \_\_\_Plan

## I. GENERAL INFORMATION

**Project name:**

(fill out all of the fields below)

1. APPLICANT (Agency name, address and zip code)	2. PROJECT FUNDING ATP funds Requested      \$ _____ Matching Funds (If Applicable)      \$ _____ Other Project funds      \$ _____ TOTAL PROJECT COST      \$ _____
3. APPLICANT CONTACT (Name, title, e-mail, phone #)	5. PROJECT COUNTY(IES):
4. APPLICANT CONTACT (Address & zip code)	7. Application # ____ of ____ (in order of agency priority)
6. CALTRANS DISTRICT #- Click Drop down menu below	

**Area Description:**

8. Large Metropolitan Planning Organization (MPO)- Select your" MPO" or "Other" from the drop down menu>	
9. If "Other" was selected for #8- select your MPO or RTPA from the drop down menu>	
10. Urbanized Area (UZA) population (pop.)- Select your UZA pop. from drop down menu>	

**Master Agreements (MAs):**

11.  Yes, the applicant has a FEDERAL MA with Caltrans.
12.  Yes, the applicant has a STATE MA with Caltrans.
13. If the applicant does not have an MA. Do you meet the Master Agreement requirements? Yes  No   
The Applicant MUST be able to enter into MAs with Caltrans

**Partner Information:**

14. Partner Name*:	15. Partner Type
16. Contact Information (Name, phone # & e-mail)	17. Contact Address & zip code

Click here if the project has more than one partner; attach the remaining partner information on a separate page

\*If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement must be submitted with the application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.

**Project Type:** (Select only one)

18. Infrastructure (IF)       19. Non-Infrastructure (NI)       20. Combined (IF & NI)

**Project name:**

**I. GENERAL INFORMATION-continued**

**Sub-Project Type** (Select all that apply)

21.  Develop a Plan in a Disadvantaged Community (select the type(s) of plan(s) to be developed)  
 Bicycle Plan     Safe Routes to School Plan     Pedestrian Plan  
 Active Transportation Plan

(If applying for an Active Transportation Plan- check any of the following plans that your agency already has):

- Bike plan     Pedestrian plan     Safe Routes to School plan     ATP plan

22.  Bicycle and/or Pedestrian infrastructure  
Bicycle only:     Class I     Class II     Class III  
Ped/Other:     Sidewalk     Crossing Improvement     Multi-use facility

Other:

23.  Non-Infrastructure (Non SRTS)  
 24.  Recreational Trails\*-     Trail     Acquisition

**\*Please see additional Recreational Trails instructions before proceeding**

25.  Safe routes to school-     Infrastructure     Non-Infrastructure

If SRTS is selected, provide the following information

26. SCHOOL NAME & ADDRESS:
27. SCHOOL DISTRICT NAME & ADDRESS:

28. County-District-School Code (CDS)	29. Total Student Enrollment	30. Percentage of students eligible for free or reduced meal programs **
31. Percentage of students that currently walk or bike to school	32. Approximate # of students living along school route proposed for improvement	33. Project distance from primary or middle school

\*\*Refer to the California Department of Education website: <http://www.cde.ca.gov/ds/sh/cw/filesafdc.asp>

- Click here if the project involves more than one school; attach the remaining school information including school official signature and person to contact, if different, on a separate page

Project name:

## **V. PROJECT PROGRAMMING REQUEST**

Applicant must complete a Project Programming Request (PPR) and attach it as part of this application. The PPR and can be found at [http://www.dot.ca.gov/hq/transprog/allocation/ppr\\_new\\_projects\\_9-12-13.xls](http://www.dot.ca.gov/hq/transprog/allocation/ppr_new_projects_9-12-13.xls)

PPR Instructions can be found at <http://www.dot.ca.gov/hq/transprog/ocip/2012stip.htm>

**Notes:**

- Fund No. 1 must represent ATP funding being requested for program years 2014/2015 and 2015/2016 only.
- Non-infrastructure project funding must be identified as Con and indicated as “Non-infrastructure” in the Notes box of the Proposed Cost and Proposed Funding tables.
- Match funds must be identified as such in the Proposed Funding tables.

Project name:

**VI. ADDITIONAL INFORMATION**

Only fill in those fields that are applicable to your project

**FUNDING SUMMARY**

**ATP Funds being requested by Phase** (to the nearest \$1000)

**Amount**

PE Phase (includes PA&ED and PS&E)	\$
Right-of-Way Phase	\$
Construction Phase-Infrastructure	\$
Construction Phase-Non-infrastructure	\$
<b>Total for ALL Phases</b>	<b>\$</b>

**All Non-ATP fund types on this project\*** (to the nearest \$1000)

**Amount**

	\$
	\$
	\$
	\$
	\$
	\$

\*Must indicate which funds are matching

Total Project Cost	\$
Project is Fully Funded	

**ATP Work Specific Funding Breakdown** (to the nearest \$1000)

**Amount**

Request for funding a Plan	\$
Request for Safe Routes to Schools Infrastructure work	\$
Request for Safe Routes to Schools Non-Infrastructure work	\$
Request for other Non-Infrastructure work (non-SRTS)	\$
Request for Recreational Trails work	\$

**ALLOCATION/AUTHORIZATION REQUESTS SCHEDULE**

	<b>Proposed Allocation Date</b>	<b>Proposed Authorization (E-76) Date</b>
PA&ED or E&P		
PS&E		
Right-of-Way		
Construction		

All project costs MUST be accounted for on this form, including elements of the overall project that will be, or have been funded by other sources.



Project name: \_\_\_\_\_

**VIII. APPLICATION SIGNATURES**

**Applicant:** The undersigned affirms that the statements contained in the application package are true and complete to the best of their knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Title: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Local Agency Official (City Engineer or Public Works Director):** The undersigned affirms that the statements contained in the application package are true and complete to the best of their knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Title: \_\_\_\_\_ e-mail: \_\_\_\_\_

**School Official:** The undersigned affirms that the school(s) benefited by this application is not on a school closure list.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Title: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Person to contact for questions:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Title: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Caltrans District Traffic Operations Office Approval\***

If the application's project proposes improvements on a freeway or state highway that affects the safety or operations of the facility, it is required that the proposed improvements be reviewed by the district traffic operations office and either a letter of support or acknowledgement from the traffic operations office be attached ( ) or the signature of the traffic personnel be secured below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Title: \_\_\_\_\_ e-mail: \_\_\_\_\_

\*Contact the District Local Assistance Engineer (DLAE) for the project to get Caltrans Traffic Ops contact information. DLAE contact information can be found at <http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm>

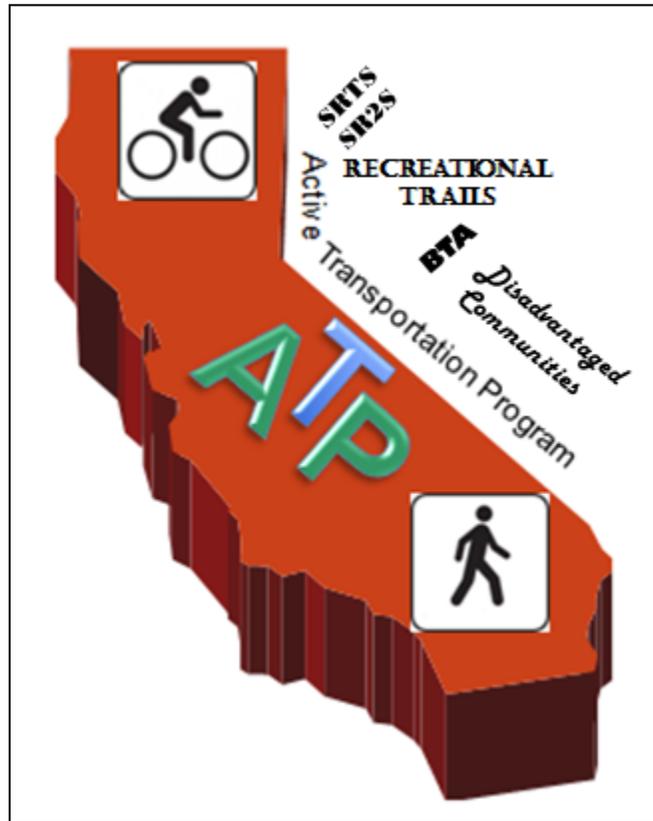
Project name:

## **VIII. ADDITIONAL APPLICATION ATTACHMENTS**

Check all attachments included with this application.

- Vicinity/Location Map- **REQUIRED for all IF Projects**
  - North Arrow
  - Label street names and highway route numbers
  - Scale
  
- Photos and/or Video of Existing Location- **REQUIRED for all IF Projects**
  - Minimum of one labeled color photo of the existing project location
  - Minimum photo size 3 x 5 inches
  - Optional video and/or time-lapse
  
- Preliminary Plans- **REQUIRED for Construction phase only**
  - Must include a north arrow
  - Label the scale of the drawing
  - Typical Cross sections where applicable with property or right-of-way lines
  - Label street names, highway route numbers and easements
  
- Detailed Engineer's Estimate- **REQUIRED for Construction phase only**
  - Estimate must be true and accurate. Applicant is responsible for verifying costs prior to submittal
  - Must show a breakdown of all bid items by unit and cost. Lump Sum may only be used per industry standards
  - Must identify all items that ATP will be funding
  - Contingency is limited to 10% of funds being requested
  - Evaluation required under the ATP guidelines is not a reimbursable item
  
- Documentation of the partnering maintenance agreement- Required with the application if an entity, other than the applicant, is going to assume responsibility for the operation and maintenance of the facility
  - a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.
  
- Letters of Support from Caltrans (Required for projects on the State Highway System(SHS))
  
- Digital copy of or an online link to an approved plan (bicycle, pedestrian, safe routes to school, active transportation, general, recreation, trails, city/county or regional master plan(s), technical studies, and/or environmental studies (with environmental commitment record or list of mitigation measures), if applicable. Include/highlight portions that are applicable to the proposed project.
  
- Documentation of the public participation process (required)
  
- Letter of Support from impacted school- when the school isn't the applicant or partner on the application (required)
  
- Additional documentation, letters of support, etc (optional)

APPLICATION  
CYCLE 1 ACTIVE TRANSPORTATION PROGRAM (ATP)  
PART 2



## **II. PROJECT INFORMATION**

(Please read the "ATP instructions" document prior to attaching your responses to all of the questions in Sections II. Project Information, Section III. Screening Criteria and Section IV. Narrative Questions - 20 pages max)

1. **Project Location**

2. **Project Coordinates**

Latitude   
(Decimal degrees)

Longitude   
(Decimal degrees)

3. **Project Description**

4. **Project Status**

### **III. SCREENING CRITERIA**

**1. Demonstrated Needs of the Applicant**

Describe the need for the project and/or funding

**2. Consistency with Regional Transportation Plan (100 words or less)**

Explain how this project is consistent with your Regional Transportation Plan (if applicable). Include adoption date of the plan.

#### **IV. NARRATIVE QUESTIONS**

- 1. 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. (0-30 POINTS)**
- A. Describe how your project encourages increased walking and bicycling, especially among students.
  - B. Describe the number and type of possible users and their destinations, and the anticipated percentage increase in users upon completion of your project. Data collection methods should be described.
  - C. Describe how this project improves walking and bicycling routes to and from, connects to, or is part of a school or school facility, transit facility, community center, employment center, state or national trail system, points of interest, and/or park.
  - D. Describe how this project increases and/or improves connectivity, removes a barrier to mobility and/or closes a gap in a non-motorized facility.

- Projects with significant potential- 21 to 30 points
- Projects with moderate potential- 11 to 20 points
- Projects with minimal potential- 1 to 10 points
- Projects with no potential- 0 points

#### **IV. NARRATIVE QUESTIONS- continued**

**2. 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 potential of the project to reduce pedestrian and/or bicycle injuries or fatalities.
- B. Describe if/how your project will achieve any or all of the following:
- Reduces speed or volume of motor vehicles
  - Improves sight distance and visibility
  - Improves compliance with local traffic laws
  - Eliminates behaviors that lead to collisions
  - Addresses inadequate traffic control devices
  - Addresses inadequate bicycle facilities, crosswalks or sidewalks
- C. Describe the location's history of events and the source(s) of data used (e.g. collision reports, community observation, surveys, audits) if data is not available include a description of safety hazard(s) and photos.

- Projects with significant potential- 16 to 25 points
- Projects with moderate potential- 8 to 15 points
- Projects with minimal potential- 1 to 7 points
- Projects with no potential- 0 points

#### **IV. NARRATIVE QUESTIONS- continued**

##### **3. PUBLIC PARTICIPATION and PLANNING (0-15 POINTS)**

- A. Describe the community based public participation process that culminated in the project proposal or plan, such as noticed meetings/public hearings, consultation with stakeholders, etc.
- B. Describe the local participation process that resulted in the identification and prioritization of the project:
- C. Is the project cost over \$1 Million? Y/N

If Yes- is the project Prioritized in an adopted city or county bicycle transportation plan, pedestrian plan, safe routes to school plan, active transportation plan, trail plan, circulation element of a general plan, or other publicly approved plan that incorporated elements of an active transportation plan? Y/N

- Projects with substantial participation of community members- 11 to 15 points
- Projects with moderate participation of community members - 6 to 10 points
- Projects with minimal participation of community members- 1 to 5 points
- Projects with no participation of community members- 0 points

#### **IV. NARRATIVE QUESTIONS- continued**

##### **4. COST EFFECTIVENESS (0-10 POINTS)**

- A. Describe the alternatives that were considered. Discuss the relative costs and benefits of all the alternatives and explain why the nominated one was chosen.
- B. Calculate the ratio of the benefits of the project relative to both the total project cost and funds requested (i.e.,  $\frac{Benefit*}{Total\ Project\ Cost}$  and  $\frac{Benefit*}{Program\ Funds\ Requested}$ ).

\*Benefits must directly relate to the goals of the Active Transportation Program.

- Applicant considers alternatives and exceptionally justifies the project nominated - 5 points
- Applicant considers alternatives and adequately justifies the project nominated - 3 to 4 points
- Applicant considers alternatives and minimally justifies the project nominated - 1 to 2 points
- Applicant did not consider alternatives or justify the project nominated - 0 points

- Applicant logically described how project benefits were quantified and has a benefit-cost ratio greater than 1 - 5 points
- Applicant logically described how project benefits were quantified and has benefit-cost ratio less than 1- 3 points
- Applicant did not logically describe how project benefits were quantified - 0 points

#### **IV. NARRATIVE QUESTIONS- continued**

##### **5. IMPROVED PUBLIC HEALTH (0-10 points)**

A. Describe how the project will improve public health, i.e. through the targeting of populations who have a high risk factor for obesity, physical inactivity, asthma, or other health issues.

- Applicant exceptionally described how the project will improve public health and addresses high risk populations- 7 to 10 points
- Applicant adequately described how the project will improve public health and addresses high risk populations - 4 to 6 points
- Applicant minimally described how the project will improve public health - 1 to 3 points
- Applicant did not describe how the project will improve public health - 0 points

#### IV. NARRATIVE QUESTIONS- continued

6. **BENEFIT TO DISADVANTAGED COMMUNITIES** (0-10 points)

A. I. Is the project located in a disadvantaged community? Y/N

II. Does the project significantly benefit a disadvantaged community? Y/N

a. Which criteria does the project meet? (Answer all that apply)

- o Median household income for the community benefited by the project: \$\_\_\_\_\_
- o California Communities Environmental Health Screen Tool (CalEnvironScreen) score for the community benefited by the project: \_\_\_\_\_
- o For projects that benefit public school students, percentage of students eligible for the Free or Reduced Price Meals Programs: \_\_\_\_\_ %

b. Should the community benefitting from the project be considered disadvantaged based on criteria not specified in the program guidelines? If so, provide data for all criteria above and a quantitative assessment of why the community should be considered disadvantaged.

B. Describe how the project demonstrates a clear benefit to a disadvantaged community and what percentage of the project funding will benefit that community, for projects using the school based criteria describe specifically the school students and community will benefit.

- Project clearly and significantly addresses health, safety, and/or infrastructure challenges in the disadvantaged community- 5 points
- Project adequately addresses health, safety, and/or infrastructure challenges in the disadvantaged community - 3 points
- Project minimally addresses health, safety, and/or infrastructure challenges in the disadvantaged community - 1 points

- 80% to 100% of project funding benefits the disadvantaged community- 5 points
- 60% to 79% of project funding benefits the disadvantaged community- 4 points
- 40% to 59% of project funding benefits the disadvantaged community- 3 points
- 20% to 39% of project funding benefits the disadvantaged community- 2 points
- 1% to 19% of project funding benefits the disadvantaged community- 1 points
- 0% of project benefits the disadvantaged community- 0 points

**IV. NARRATIVE QUESTIONS- continued**

**7. USE OF CALIFORNIA CONSERVATION CORPS (CCC) OR A CERTIFIED COMMUNITY CONSERVATION CORPS (0 to -5 points)**

The applicant must send the following information to the CCC and CALCC prior to application submittal to Caltrans:

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

The corps agencies can be contacted at:  
California Conservation Corps at: [www.ccc.ca.gov](http://www.ccc.ca.gov)  
Community Conservation Corps at: <http://calocalcorps.org>

- A. The applicant has coordinated with the CCC to identify how a state conservation corps can be a partner of the project. Y/N 
  - a. Name, e-mail, and phone # of the person contacted and the date the information was submitted to them
  
- B. The applicant has coordinated with a representative from the California Association of Local Conservation Corps (CALCC) to identify how a certified community conservation corps can be a partner of the project. Y/N 
  - a. Name, e-mail, and phone # of the person contacted and the date the information was submitted to them
  
- C. The applicant intends to utilize the CCC or a certified community conservation corps on all items where participation is indicated? Y/N

I have referred to the CCC website; and the following are project items that it indicates they are qualified to partner on:

I have referred to the CALCC website; and the following are project items that it have indicates they are qualified to partner on:

**Points will be deducted if an applicant does not seek corps participation or if an applicant intends not to utilize a corps in a project in which the corps can participate.**

- The applicant intends to partner with a conservation corps to the maximum extent possible- 0 points
  - The applicant did not seek partnership with a conservation corps, or indicated that they do not intend to partner with the corps to the maximum extent possible- (-)5 points

#### **IV. NARRATIVE QUESTIONS- continued**

##### **8. APPLICANT'S PERFORMANCE ON PAST GRANTS ( 0 to -10 points)**

A. Describe any of your agency's ATP type grant failures during the past 5 years, and what changes your agency will take in order to deliver this project.

- The applicant has no past grant experience or has performed satisfactorily on past grants - 0 points
- The applicant has not performed satisfactorily on past grants and/or has not adequately described how they will deliver this project (-)10 points