



ACTIVE TRANSPORTATION PROGRAM
PROJECT APPLICATION – CYCLE 3
Part B: Narrative Questions
 (Application Screening/Scoring)

Project unique application No.: _____

Implementing Agency's Name: _____

Important:

- Applicants must ensure all data in Part B of the application is fully consistent with Part A and C.
- Applicants must follow all instructions and guidance to have a chance at receiving full points for the narrative question and to avoid flaws in the application which could result in disqualification.
- Applicants must ensure that all information provided is an accurate representation of the project. Misinformation that could affect the project's score may result in the application being excluded from the selection process.

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Part B: Narrative Questions **Screening Criteria**

The following Screening Criteria are requirements for applications to be considered for ATP funding. Failure to demonstrate a project meets these criteria will result in the disqualification of the application.

~~1. Demonstrated fiscal needs of the applicant:~~

~~2. Consistency with Regional Plan.~~

- 1. Consistency with a regional transportation plan**
- 2. Supplanting Funds: A project that is already fully funded will not be considered for funding in the Active Transportation Program. ATP funds cannot be used to supplant other committed funds.**
- 3. Eligibility of project: Project must be one of the four types of projects listed in Section 11 of these guidelines.**
 - Infrastructure Projects: Capital improvements that will further the goals of this program. This typically includes the environmental, design, right-of-way, and construction phases of a capital (facilities) project. A new infrastructure project will not be programmed without a complete project study report (PSR) or PSR equivalent. The application will be considered a PSR equivalent if it defines and justifies the project scope, cost and schedule. Though the PSR or equivalent may focus on the project components proposed for programming, it must provide at least a preliminary estimate of costs for all components. PSR guidelines are posted on the Commission's website: <http://www.catc.ca.gov/programs/ATP.htm>. A capital improvement that is required as a condition for private development approval or permits is not eligible for funding from the Active Transportation Program.
 - Plans: The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan in a disadvantaged community.
 - Non-infrastructure Projects: Education, encouragement, and enforcement activities that further the goals of this program. The Commission intends to focus funding for non-infrastructure projects on pilot and start-up projects that can demonstrate funding for ongoing efforts. The Active Transportation Program funds are not intended to fund ongoing program operations. Non-infrastructure projects are not limited to those benefiting school students.
 - Infrastructure projects with non-infrastructure components.



Part B: Narrative Question #1 **Detailed Instructions for: Question #1**

QUESTION #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 the following:

-Current and projected types and numbers/rates of users. (12 points max.)

B. Describe how the project links or connects, or encourages use of existing routes (for non-infrastructure applications) 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 via: (12 points max.)

- a. creation of new routes
- b. removal of barrier to mobility
- c. closure of gaps
- d. other improvements to routes
- e. educates or encourages use of existing routes

C. Referencing the answers to A and B above, describe how the proposed project represents one of the Implementing Agencies (and/or project Partnering Agency's) highest unfunded non-motorized active transportation priorities. (6 points max.)



Part B: Narrative Questions #2 Detailed Instructions for: Question #2

QUESTION #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 plan/program influence area or project location's history of collisions resulting in fatalities and injuries to non-motorized users and the source(s) of data used (e.g. collision reports, community observation, surveys, audits). (10 points max.)
- B. Describe how the project/program/plan will remedy (one or more) potential safety hazards that contribute to pedestrian and/or bicyclist injuries or fatalities; including but not limited to the following possible areas: (15 points max.)
- Reduces speed or volume of motor vehicles in the proximity of non-motorized users.
 - Improves sight distance and 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 traffic control devices.
 - Eliminates or reduces behaviors that lead to collisions involving non-motorized users.
 - Addresses inadequate or unsafe traffic control devices, bicycle facilities, trails, crosswalks and/or sidewalks.

Note: Applicant should consider the reduction of potential fatalities or injuries where current information is not available.



Part B: Narrative Question #5

Detailed Instructions for: Question #5

QUESTION #5

BENEFIT TO DISADVANTAGED COMMUNITIES (~~0-10~~ 0-5 points)

To count as providing a benefit, a project must fulfill an important need of low-income people in a way that provides a significant benefit and targets its benefits primarily to low-income people while avoiding substantial burdens on a disadvantaged community.

- **Identification of disadvantaged communities: (0 points – SCREENING ONLY)**

To receive disadvantaged communities points, projects/programs/plans must be located within a disadvantaged community (as defined by one of the four options below) AND/OR provide a direct, meaningful, and assured benefit to individuals from a disadvantaged community.

- The median household income of the census tract(s) is 80% of the statewide median household income
- Census tract(s) is in the top 25% of overall scores from CalEnviroScreen 2.0
- At least 75% of public school students in the project area are eligible for the Free or Reduced Priced Meals Program under the National School Lunch Program
- Alternative criteria for identifying disadvantage communities (see below)

Provide a map showing the boundaries of the proposed project/program/plan and the geographic boundaries of the disadvantaged community that the project/program/plan is located within and/or benefiting.

Option 1: Median household income, by census tract for the community(ies) benefited by the project:

\$ _____

- Provide all census tract numbers
- Provide the median income for each census track listed
- Provide the population for each census track listed

Option 2: California Communities Environmental Health Screening Tool 2.0 (CalEnviroScreen) score for the community benefited by the project: _____

- i. Provide all census tract numbers
- ii. Provide the CalEnviroScreen 2.0 score for each census track listed
- iii. Provide the population for each census track listed

Option 3: Percentage of students eligible for the Free or Reduced Price Meals Programs: _____ %

- i. Provide percentage of students eligible for the Free or Reduced Meals Program for each and all schools included in the proposal

Option 4: Alternative criteria for identifying disadvantaged communities:

- i. Provide median household income (option 1), the CalEnviroScreen 2.0 score (option 2), and if applicable, the percentage of students eligible for Free and Reduced Meal Programs (option 3)
 - Provide ADDITIONAL data that demonstrates that the community benefiting from the project/program/plan is disadvantaged



- Provide an explanation for why this additional data demonstrates that the community is disadvantaged

- For proposals located within disadvantage community: (5 2 points max)
What percent of the funds requested will be expended in the disadvantaged community? ____%
Explain how this percent was calculated.

- Describe how the project/program/plan provides (for plans: will provide) fulfills an important need of low-income people in a way that provides a significant benefit and targets its benefits primarily to low-income people while avoiding substantial burdens on a disadvantaged community. (5 3 points max)
Define what direct, meaningful, and assured benefit means for your proposed project/program/plan, how this benefit will be achieved, and who will receive this benefit.



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

QUESTION #6

~~COST EFFECTIVENESS AND PRIOR ATP FUNDING AWARD-CONSTRUCTION READINESS~~ (0-5 0-10 POINTS)

A. **Cost Effectiveness:** Describe the alternatives that were considered and how the ATP-related benefits vs. project-costs varied between them. Explain why the final proposed alternative is considered to have the highest Benefit to Cost Ratio (B/C) with respect to the ATP purpose of “increased use of active modes of transportation”.

(3 5 points max.)

B. ~~Construction Readiness~~Prior ATP Funding Award: (0 or 5 points)

a. Date of CEQA Clearance:

b. Date of NEPA Clearance:

c. (Date of Final Design Completion:)

C. ~~Use the ATP Benefit/Cost Tool, provided by Caltrans Planning Division, to calculate the ratio of the benefits of the project relative to both the total project cost and ATP funds requested. The Tool is located on the CTC’s website at: <http://www.dot.ca.gov/hq/tpp/offices/eab/atp.html>. After calculating the B/C ratios for the project, provide constructive feedback on the tool (2 points max.)~~

_____ ($\frac{Benefit}{Total Project Cost}$ and $\frac{Benefit}{Funds Requested}$).



Part B: Narrative Question #7
Detailed Instructions for: ~~Question #7~~

QUESTION #7

LEVERAGING OF NON-ATP FUNDS (0-5 points)

- A. The application funding plan will show all federal, state and local funding for the project: (5 points max.)



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

QUESTION #8

USE OF CALIFORNIA CONSERVATION CORPS (CCC) OR A CERTIFIED COMMUNITY CONSERVATION CORPS (0 or -5 points)

- Step 1: Is this an application requesting funds for a Plan (Bike, Pedestrian, SRTS, or ATP Plan)?
- Yes (If this application is for a Plan, there is no need to submit information to the corps and there will be no penalty to applicant: 0 points)
 - No (If this application is NOT for a Plan, proceed to Step #2)

Step 2: The applicant must submit the following information via email concurrently to **both** the CCC **AND** certified community conservation corps 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

California Conservation Corps representative:

Name: Wei Hsieh
 Email: atp@ccc.ca.gov
 Phone: (916) 341-3154

Community Conservation Corps representative:

Name: Danielle Lynch
 Email: inquiry@atpcommunitycorps.org
 Phone: (916) 426-9170

Step 3: The applicant has coordinated with Wei Hsieh with the CCC **AND** Danielle Lynch with the certified community conservation corps and determined the following (check appropriate box):

4. Neither corps can participate in the project (0 points)
5. Applicant intends to utilize the CCC or a certified community conservation corps on the following items listed below (0 points).

6. Applicant has contacted the corps but intends not to use the corps on a project in which either corps has indicated it can participate (-5 points)
 - Applicant has not coordinated with both corps (-5 points)

The CCC and certified community conservation corps will provide a list to Caltrans of all projects submitted to them and indicating which projects they are available to participate on. The applicant must also attach any email correspondence from the CCC and certified community conservation corps to the application verifying communication/participation.



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

QUESTION #9

APPLICANT'S PERFORMANCE ON PAST GRANTS AND DELIVERABILITY OF PROJECTS

(0 to 10 points OR disqualification)

- ~~Applicant: Provide short explanation of the Implementing Agency's project delivery history for all projects that include project funding through Caltrans Local Assistance administered programs (ATP, Safe Routes to School, BTA, HSIP, etc.) for the last five (5) years.~~

~~B. Caltrans response only:~~

~~Caltrans to recommend score for deliverability of scope, cost, and schedule based on the overall application.~~



Part C: Application Attachments

Applicants must ensure all data in this part of the application is fully consistent with the other parts of the application. See the Application Instructions and Guidance document for more information and requirements related to Part C.

List of Application Attachments

The following attachment names and order must be maintained for all applications. Depending on the Project Type (I, NI or Plans) some attachments will be intentionally left blank. All non-blank attachments must be identified in hard-copy applications using "tabs" with appropriate letter designations

Application Signature Page Required for all applications	Attachment A
ATP - PROJECT PROGRAMMING REQUEST (ATP-PPR) Required for all applications	Attachment B
Engineer's Checklist Required for Infrastructure Projects	Attachment C
Project Location Map Required for all applications	Attachment D
Project Map/Plans showing existing and proposed conditions Required for Infrastructure Projects (optional for 'Non-Infrastructure' and 'Plan' Projects)	Attachment E
Photos of Existing Conditions Required for all applications	Attachment F
Project Estimate Required for Infrastructure Projects	Attachment G
Non-Infrastructure Work Plan (Form 22-R) Required for all projects with Non-Infrastructure Elements	Attachment H
Narrative Questions backup information Required for all applications Label attachments separately with "H-#" based on the # of the Narrative Question	Attachment I
Letters of Support Required or Recommended for all projects (as designated in the instructions)	Attachment J
Additional Attachments Additional attachments may be included. They should be organized in a way that allows application reviews easy identification and review of the information.	Attachment K