

# Active Transportation Program (ATP) Application Process

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SOUTHERN CALIFORNIA  
ASSOCIATION of GOVERNMENTS

# ATP Application and Instructions

Located at:

<http://www.catc.ca.gov/programs/ATP.htm>

## **Draft Application**

- [Caltrans Draft Active Transportation Program Application Form](#) (February 28, 2014) ***New!***
- [Caltrans Draft Active Transportation Program Application Instructions](#) (February 28, 2014) ***New!***

# Submitting (no e-mail submissions)

- Submit five (5) hard copies: 1 original and 4 copies. All copies shall be securely bound. The original proposal must be marked "ORIGINAL COPY". All documents contained in the original proposal package must have original signatures and must be signed by authorized person.
- Also submit one (1) electronic copy (PDF format) on disk or portable hard drive
- Also submit an additional copy to the Regional Transportation Planning Agency or County Transportation Commission by closing date (May 21)

# Format

- General Information
- II. Project Information
- III. Screening Criteria
- IV. Narrative Questions: Q1 – Q8
  - <20 pages single spaced, min 12pt font
- V. Project Cost Estimate
- VI. Infrastructure & Non-Infrastructure Schedule Information
- VII. Application Signatures
- VIII. Application Attachments

# ATP Evaluator's Perspective

- The Application is the first and only opportunity to evaluate the project
- Evaluators on average spend 15-30 minutes reviewing each application
- Evaluators do not always review or have access to your Bike Plan/Active Transportation Plan/SRTS Plan, etc.
- **Scoring the application is based to a large extent on how well the applicant answers the questions and follows the directions outlined in the application instructions.**

# ATP Evaluator's Perspective

- A mediocre project with a well-written application has a better chance than a deserving project that is not well-written
  - If not well written, less time is spent evaluating an application that won't score high enough anyway.
- By improving the quality of the applications, deserving projects have a better chance of being funded

# Scoring Criteria

0 to 30 points

Potential for increased walking and bicycling, especially among students.

0 to 25 points

Potential for reducing fatalities, injuries, and potential safety hazards for pedestrians and bicyclists.

0 to 15 points

Public Participation and Planning, i.e. noticed meetings and consultation with local stakeholders to identify the proposed project.

0 to 10 points

Cost effectiveness, i.e. maximizing the safety and mobility benefit relative to the total project cost.

0 to 10 points

Improve public health by focusing on populations with high risk factors for health issues

0 to 10 points

Benefit to disadvantaged communities.

-5 to 0 points

Points deducted if the Conservation Corps\* is not consulted to partner on the project construction

-10 to 0 points

Points deducted if the applicant has poor performance on past Caltrans grants

# Project Description

- Do Not Exceed the space provided
- Briefly describe project's purpose, need, scope of work. Example:

*Project is to add bicycle lanes from A Street to B Street*

*There have been X collisions,*

*This closes gaps in the local bikeway network, connecting ....*

# Project Description

For School related projects, identify

- 1. Total Student Enrollment for the school/schools*
- 2. Estimated # of students living along project route*
- 3. % of students currently walking/biking to school (current and estimated after project completion)*
- 4. If school not in Disadvantaged community, but benefits one, explain how*

*Data will be from School Districts.*

# Project Status

- What prior work has been done. What is current state of project? Show your application is part of a planned process for active transportation:
  - Project in local or regional plan?
  - NEPA/CEQA process completed?
  - Construction permits in place?
  - Plans/specifications completed?
  - Educational materials developed?

# Screening Criteria

## (Demonstrated Need)

Describe:

- What you hope to accomplish (purpose)
  - Safety, gap closure, education
- Why you are applying for this project
  - Funding? Why do you need these specific funds?
- How this project will meet the needs you described?

# Screening Criteria

## (Demonstrated Need)

**Infrastructure:** Describe need, purpose and goals of infrastructure project, including ways in which project affects mobility, access, and quality of service for active transportation modes. Project should improve mobility, access, and/or quality of service for active transportation modes.

How will this project meet the needs you described?

# Screening Criteria

## (Demonstrated Need)

**Plans:** Describe need, purpose, goals of developing a plan, including need for the plan. How does the proposed plan relate to other adopted plans?

e.g. local complete streets polices, sustainable community plan

Plan should build on past planning efforts, and not duplicate efforts conducted by the applicant or other entities

How will this plan meet the needs you described?

# Screening Criteria

## (Demonstrated Need)

**Education/Encouragement Program:** Describe need, purpose and goals of implementing program, including need for program. How does the proposed program relate to other prior or ongoing programs implemented by the applicant or other entities?

Program should build on prior programs, and not duplicate efforts conducted by the applicant or other entities.

# Screening Criteria

## (Consistency with RTP)

In 100 Words or less, describe consistency

- Please see Active Transportation Chapter/Safety Chapter. Policy recommendations begin on page 39

[http://www.scag.ca.gov/Documents/2012fRTP\\_ActiveTransportation.pdf](http://www.scag.ca.gov/Documents/2012fRTP_ActiveTransportation.pdf)

[http://rtpscs.scag.ca.gov/Documents/2012/final/SR/2012fRTP\\_TransportationSafety.pdf](http://rtpscs.scag.ca.gov/Documents/2012/final/SR/2012fRTP_TransportationSafety.pdf)

- Examples include:
  - Decrease bicyclist and pedestrian fatalities
  - Develop an Active Transportation Friendly environment
  - Increase Active Transportation Usage
  - Encourage development of Local Active Transportation Plans

# Screening Criteria

## (SCAG policies)

### **Decrease bicyclist and pedestrian fatalities**

- Provide education, enforcement opportunities

### **Develop an Active Transportation Friendly environment**

- Develop regional bikeway network, connecting all cities in region

### **Increase Active Transportation Usage**

- Encourage SRTS Opportunities, ADA Compliance and Complete Streets policies

### **Encourage development of Local Active Transportation Plans**

- Provide assistance, pedestrian safety action plans and ITS strategies

# Screening Criteria

## (Consistency with RTP)

- If room available, indicate consistency with local plans. Is project part of a local plan or included in a county plan? Examples include:
  - San Bernardino Active Transportation Plan
  - Ventura County Congestion Management Plan
  - Orange County Strategic Bikeway Plan
  - Metro First Mile/Last Mile Strategic Plan
  - Calexico Intermodal Transportation Center Study

# Narrative Questions

## General Guidance

- For each narrative question, list the question number and restate the question at the top of each page used to address that question
- Answer all subparts separately as they relate to your application/ project type. If a subpart does not relate, indicate with N/A and explain
- Projects, plans and programs that are supported by transportation planning documents will be scored higher.

# Narrative Questions

## 1 – Potential for Increased Walking and Bicycling

- Describe how your project encourages increased walking and bicycling, and if a SRTS project, especially among students.
- Describe how this project improves walking and bicycling routes to and from, connects to, or is part of a school, transit facility, community center, employment center, state or national trail system, points of interest, and/or park.
- Describe how this project increases and/or improves connectivity, removes a barrier to mobility and/or closes a gap in a non-motorized facility.
- Describe the number and type of possible users and their destinations and the percentage increase in users upon completion of your project.
- Not listed, but how will you evaluate? What performance measures, etc.

# Narrative Questions

## 1 – Potential for Increased Walking and Bicycling

- The application that has the most relevant data will score well.
- List the planning documents that include this specific project/plan/program
- Numbers of existing/forecast users, students, transit riders, etc.
- List the reasons why this project solves the problem (restate the problem and provide the solution)
- When evaluating the project
  - What performance measures you will use
  - What is the timeline for pre/post data collection?

# Narrative Questions

## 1 – Potential for Increased Walking and Bicycling

### Data Sources:

- American Community Survey  
<https://www.census.gov/acs/www/>
- SCAG Bike/Database Clearinghouse  
<http://www.bikecounts.luskin.ucla.edu/>
- Guidebook on methods to estimate NMT Travel (1999)  
<http://www.fhwa.dot.gov/publications/research/safety/pedbike/98165/index.cfm>
- Estimating Bike-Ped Benefits/Cost analysis  
<http://www.pedbikeinfo.org/bikecost/>

# Narrative Questions

## 2 – Potential for Safety

Answer each subpart separately and completely

Resources:

SCAG Transportation Safety Chapter

[http://rtpscs.scag.ca.gov/Documents/2012/final/SR/2012fRTP\\_TransportationSafety.pdf](http://rtpscs.scag.ca.gov/Documents/2012/final/SR/2012fRTP_TransportationSafety.pdf)

TIMS (also has SRTS collision maps)

<http://tims.berkeley.edu/index.php>

SWITRS

<http://www.chp.ca.gov/switrs/index.html>

California Strategic Highway Safety Plan

<http://www.dot.ca.gov/SHSP/>

# Narrative Questions

## 3 – Public Participation

- Projects: Show a comprehensive public participation process throughout the planning process. What have you already done?
- Plans: How you will engage public, as well as any public process that developed the need for the project?
- Community engagement, not just form letters from agency officials. Document how you approached stakeholders and agencies. Did you approach minority and low-income communities? Did you use multilingual approaches?

# Narrative Questions

## 4 – Cost Effectiveness

- Were there any alternatives that were considered?
- Why was this project chosen over the alternatives?
- Why were other alternatives rejected?
- Look at it from cost, mobility and safety aspect.
- Can you show that this was examined in the plan?
- Be sure to mention any match or additional match if applicable
- Future cycles will have a Caltrans developed Benefit to Cost model that will have to be used.

# Narrative Questions

## 5 – Improved Public Health

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

Describe targeted populations

- Coordinate through County Public Health Department
- Identify any health data that you use. Attach maps, references etc.

# Narrative Questions

## 5 – Improved Public Health

California Dept. of Public Health

<http://www.cdph.ca.gov/DATA/Pages/default.aspx>

Imperial County <http://www.icphd.com/health-information-and-resources/data-&-statistics/>

Healthy City <http://www.healthycity.org/>

LA County

[http://publichealth.lacounty.gov/ha/docs/KIR\\_2013\\_FinalS.pdf](http://publichealth.lacounty.gov/ha/docs/KIR_2013_FinalS.pdf)

Orange County <http://ochealthinfo.com/about/admin/pubs/hp>

Riverside County <http://www.rivcoph.org/>

San Bern County <http://www.healthysanbernardinocounty.org/>

Ventura County

<http://www.vchca.org/public-health/health-data-and-statistics>

# Narrative Questions

## 6 – Benefit to Disadvantaged Communities

Project must clearly demonstrate a benefit to a community that meets any of the following criteria:

- median household income is >80% of the statewide median based on most current census tract level data from the American Community Survey.
- area identified as among 10% most disadvantaged in state according to latest Cal Enviro-Screen version
- At least 75% of public school students in project area eligible to receive free or reduced price meals under the National School Lunch Program

# Narrative Questions

## 6 – Benefit to Disadvantaged Communities

Try to link to all three criteria.

### 1. Median Household income

<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>

SCAG has GeoData available on request

### 2. California Communities Environmental Health Screening.

<http://oehha.ca.gov/ej/ces11.html>

### 3. School Public Lunch program

<http://www.cde.ca.gov/ds/sd/sd/files/sp.asp>

# Narrative Questions

## 6 – Benefit to Disadvantaged Communities

- Describe how project provides a clear benefit
  - Safety/Public Health/Connectivity, etc.
- Describe how Disadvantaged Communities will access the facilities, SRTS program or non-infrastructure project
- Estimate the proportion of funds directly benefitting disadvantaged communities versus non-disadvantaged communities.
- If using your own criteria, you must submit for consideration a quantitative assessment of why the community should be considered disadvantaged

# Narrative Questions

## 7 – Use of California Conservation Corps

- Include in your attachments.

For this section, delineate who contacted, when and disposition. \*

If unable to contact, document fully how you attempted to contact, including # of phone calls, e-mails, various offices, etc.

*\*If awarded, this information will also help memory after 6 months between application and award*

# Narrative Questions

## 8 – Performance on Past Grants

This section will be removed and made for Caltrans use only [keeping in until I see final draft on Friday]

Will refer to past BTA or SRTS grants for this cycle.

Previous focus was on meeting schedules.

### New Criteria

- Project delivery
- Project benefits (anticipated v. actual)
- Use of the California Corps or qualified community conversation corps (planned v. actual)

# Signatures

- Some applications will require multiple signatures or letters of support
- Obtain all required signatures or risk incomplete application

# Attachments

All attachments should be in correct order and labeled correctly.

If one attachment is not needed, include a page with that attachment number and write N/A and why.

Loose leaf attachments can get lost, so properly bind them.

# Key Dates

- **March 20**—CTC adopts Active Transportation Program Guidelines
- **April 3** —SCAG Regional Council approves regional approach. *County transportation commission actions to follow.*
- **March 21-May 21**—Combined Call for Projects
- **August 20** —CTC adopts statewide portions of the program
- **September 4**—SCAG Regional Council approves regional program recommendation
- **November**—CTC adopts regional program projects

# SCAG Contacts

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