



# ACTIVE TRANSPORTATION PROGRAM

**IMPLEMENTING AGENCY:** Auto-populated with data from Part A1: Applicant Information

**PROJECT TYPE:** Non-Infrastructure



**PROJECT APPLICATION NO.:** Auto-populated with data from Part A1 and A2

**PROJECT NAME:** Auto-populated with data from Part A2: General Project Information

**PROJECT DESCRIPTION:** Auto-populated with data from Part A2: General Project Information

**PROJECT LOCATION:** Auto-populated with data from Part A2: General Project Information

ATP FUNDED COMPONENTS					
Infrastructure				Non-Infrastructure	Plan
PA&ED	PS&E	R/W	CON		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY -	FY -	FY -	FY -	FY -	FY -

PROJECT FUNDING INFORMATION (1,000s)						
Total Project \$	Total ATP \$	Total Non-ATP \$	Past ATP \$	Leveraging \$	Non-Participating \$	Future Local \$
-	-	-	-	-	-	-

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Active Transportation Program at (916) 653-4335, TTY 711, or write to Caltrans-Local Assistance, 1120 N Street, MS-1, Sacramento, CA 95814.



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## Part A1: Applicant Information

**Implementing Agency:** This agency must enter into a Master Agreement with Caltrans and will be financially and contractually responsible for the delivery of the project within all pertinent Federal and State funding requirements, including being responsible and accountable for the use and expenditure of program funds. This agency is responsible for the accuracy of the technical information provided in the application and is required to sign the application.

**IMPLEMENTING AGENCY'S NAME:**

**IMPLEMENTING AGENCY'S ADDRESS**

**CITY**

**ZIP CODE**

<input type="text"/>	<input type="text"/>	CA	<input type="text"/>
----------------------	----------------------	----	----------------------

**IMPLEMENTING AGENCY'S CONTACT PERSON:**

**CONTACT PERSON'S TITLE:**

<input type="text"/>	<input type="text"/>
----------------------	----------------------

**CONTACT PERSON'S PHONE NUMBER:**

**CONTACT PERSON'S EMAIL ADDRESS :**

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Applicants have the opportunity to insert a project picture, agency seal, or other image on the cover page. If you would like to do this, attach the image (\*.jpg, \*.bmp, \*.png, etc.) by clicking in the box.

**MASTER AGREEMENTS (MAs):**

Does the Implementing Agency currently have a MA with Caltrans?

Yes

No

Implementing Agency's Federal Caltrans MA number

\_\_\_\_\_

Implementing Agency's State Caltrans MA number

\_\_\_\_\_

\* Implementing Agencies that do not currently have a MA with Caltrans, must be able to meet the requirements and enter into an MA with Caltrans prior to funds allocation. The MA approval process can take 6 to 12 months to complete and there is no guarantee the agency will meet the requirements necessary for the State to enter into a MA with the agency. Delays could also result in a failure to meeting the CTC Allocation timeline requirements and the loss of ATP funding.

**Project Partnering Agency:**

The "Project Partnering Agency" is defined as an agency, other than Implementing Agency, that will assume the responsibilities for the ongoing operations and maintenance of the improved facility. The Implementing Agency must: 1) ensure the Partnering Agency agrees to assume responsibility for the ongoing operations and maintenance of the improved facility, 2) provide documentation of the agreement (e.g., letter of intent) as part of the project application, and 3) ensure a copy of the Memorandum of Understanding or Interagency Agreement between the parties is submitted with the first request for allocation. For these projects, the Project Partnering Agency's information shall be provided below.

Based on the definition above, does this project have a partnering agency?

Yes

No

**PROJECT PARTNERING AGENCY'S NAME:**

**PROJECT PARTNERING AGENCY'S CONTACT PERSON:**

**CONTACT PERSON'S TITLE:**

<input type="text"/>	<input type="text"/>
----------------------	----------------------

**CONTACT PERSON'S PHONE NUMBER:**

**CONTACT PERSON'S EMAIL ADDRESS :**

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Attach a "letter of intent" or other documentation.



## Part A2: General Project Information

**PROJECT NAME:** (Max of 10 Words) (To be used in the CTC project list)

Words Remaining:

**PROJECT / APPLICATION NUMBER:**

**SUMMARY OF PROJECT SCOPE:** (Max of 300 Words)

(Summary of the Existing Condition, Project Scope, the Expected Benefits)

Words Remaining:

**FTIP PROJECT DESCRIPTION:** (Max of 180 Characters)

Characters Remaining:

**PROJECT LOCATION:** (Max of 180 characters)

Characters Remaining:

In addition to the Location Description provided, attach a location map to the application. The location map needs to show the project boundaries in relation to the Implementing Agency's boundaries.

**Project Coordinates:** (latitude/longitude in decimal format) Lat. \_\_\_\_\_ N /long. \_\_\_\_\_ W

**Congressional District(s):**

**State Senate District(s):**

**State Assembly District(s):**

**Caltrans District:**

**County:**

**MPO:**

**RTPA:**

**Urbanized Zone Area (UZA) Population:**

**Past Projects:** Within the last 10 years, has there been any previous State or Federal ATP, SRTS, SR2S, BTA or other ped/bike funding awards for a project(s) that are adjacent to or overlap the limits of project scope of this application?

Yes  No If yes, how many previous awards? \_\_\_\_\_

Project Number	Past Project Funding	Funded Amount \$	Project Type	Type of overlap/connection with past projects (select only one which matches the best)



## Part A3: Project Type

**PROJECT TYPE:** (Use the drop down menu to select.) Non-Infrastructure

**Indicate any of the following plans that your agency currently has:** (Check all that apply)

Bicycle Plan     Pedestrian Plan     Safe Routes to School Plan     Active Transportation Plan     None

**PROJECT SUB-TYPE** (check all Project Sub-Types that apply):

- Bicycle Transportation**                      % of Project                      0 %
- Pedestrian Transportation**                      % of Project                      0 %
- Safe Routes to School** (*Also fill out Bicycle and Pedestrian Sub-Type information above*)

For a project to qualify for Safe Routes to School designation, the project must directly increase safety and convenience for public school students to walk and/or bike to school. Safe Routes to Schools infrastructure projects must be located within two miles of a public school or within the vicinity of a public school bus stop and the students must be the intended beneficiaries of the project. Other than traffic education and enforcement activities, non-infrastructure projects do not have a location restriction.

Projects with Safe Routes to School elements must fill out "School and Student Details" later in this application. As a condition of receiving funding, projects with Safe Routes to School Elements must commit to completing additional before and after student surveys as defined in the Caltrans Active Transportation Guidelines (LAPG Chapter 22).

**How many schools does the project impact/serve:** \_\_\_\_\_

For each school benefited by the project: 1) Fill in the school and student information; and 2) Include the required attachment information.

School Name: \_\_\_\_\_  
 School Address: \_\_\_\_\_  
 District Name: \_\_\_\_\_  
 District Address: \_\_\_\_\_  
 Co.-Dist.-School Code: \_\_\_\_\_  
 School Type:  to

Project improvements maximum distance from school 0.0 mile

Total student enrollment: \_\_\_\_\_  
 Total # of students that currently walk or bike to school: \_\_\_\_\_  
 Approximate # of students living along route proposed for improvement: \_\_\_\_\_  
 Projected # of students that will walk/bike to school after the project: \_\_\_\_\_  
 Percentage of students eligible for free or reduced meal programs\*\* \_\_\_\_\_

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

Attach the following: A) a map which clearly shows: 1) the student enrollment area, 2) the locations and limits of the proposed project improvements; and B) the contact information/person for the school, and a short statement of support combined with the signature of the school official.



**Trails (Multi-use and Recreational):** *(Also fill out Bicycle and Pedestrian Sub-Type information above)*

Trails Projects constructing multi-purpose trails are generally eligible in the Active Transportation Program. If the applicant believes all or part of their project meets the federal requirements of the Recreational Trails Program they are encouraged to seek a determination from the California Department of Parks and Recreation on the eligibility of their project to complete for this funding. This is optional but recommended because some trails projects may compete better under this funding program. See section 22.7 Recreational Trails Program (RTP) of the Caltrans ATP Chapter for Elements that are only eligible for funding with Recreational Trail Funds.

**For all trails projects:**

Do you feel a portion of your project is eligible for federal Recreational Trail funding?  Yes  No

If yes, estimate the total project costs that are eligible for the Recreational Trail funding: \_\_\_\_\_

If yes, estimate the % of the total project costs that serve "transportation" uses? \_\_\_\_\_

Applicants intending to pursue "Recreational Trails Program funding" **must submit** the required information to the California Department of Parks and Recreation prior to the ATP application submissions deadline. (See the Application Instructions for details)

*\*Recreational Trail funding can only fund work outside of the roadway Right-of-way.*



## Part A4: Project Details

Indicate the project details included in the project/program/plan.

**Note:** When quantifying the amount of Active Transportation improvements proposed by the project, **do not double-count the improvements** that benefit both Bicyclists and Pedestrians (i.e. new RRFB/Signal should only show as a Pedestrian or Bicycle Improvement).

**Bicycle Improvements**

What % of the BICYCLE related project cost are going towards closing a "Gap" in infrastructure? 0 %  
 (As opposed to cost going towards "improving" existing bicycle infrastructure: i.e. Class 2 to Class 4)

New Bike Lanes/Routes:	Class 1: <u>0</u> Linear Feet	Class 2: <u>0</u> Linear Feet
	Class 3: <u>0</u> Linear Feet	Class 4: <u>0</u> Linear Feet
Signalized Intersections:	New Bike Boxes: <u>0</u> Number	Timing Improvements: <u>0</u> Number
Un-Signalized Intersections:	New RRFB/Signal: <u>0</u> Number	Crossing-Surface Improvements: <u>0</u> Number
Mid-Block Crossing:	New RRFB/Signal: <u>0</u> Number	Crossing-Surface Improvements: <u>0</u> Number
Lighting:	Intersection: <u>0</u> Number	Roadway Segments: <u>0</u> Linear Feet
Bike Share Program:	New Station: <u>0</u> Number	New Bikes: <u>0</u> Number
Bike Racks/Lockers:	New Racks: <u>0</u> Number	New Secured Lockers: <u>0</u> Number
Other Bicycle Improvements:	#1: _____ #: <u>0</u>	#2: _____ #: <u>0</u>

**Pedestrian Improvements**

What % of the PEDESTRIAN related project cost are going towards closing a "Gap" in infrastructure? 0 %  
 (As opposed to cost going towards "improving" existing pedestrian infrastructure.)

Sidewalks:	New (4' to 8' wide): <u>0</u> Linear Feet	New (over 8' wide): <u>0</u> Linear Feet
	Widen Existing: <u>0</u> Linear Feet	Reconstruct/Enhance Existing: <u>0</u> Linear Feet
	New Barrier Protected (Barrier, parking, functional-planter, etc.): <u>0</u> Linear Feet	
ADA Ramp Improvements:	New Ramp (none exist): <u>0</u> Number	Reconstruct Ramp to Standard: <u>0</u> Number
Signalized Intersections:	New Crosswalk: <u>0</u> Number	Enhance Existing Crosswalk: <u>0</u> Number
	Ped-Heads: <u>0</u> Number	Shorten Crossing: <u>0</u> Number
	Timing Improvements: <u>0</u> Number	
Un-Signalized Intersections:	New Traffic Signal: <u>0</u> Number	New Roundabout: <u>0</u> Number
	New RRFB/Signal: <u>0</u> Number	Crossing-Surface Improvements: <u>0</u> Number
	Shorten Crossing: <u>0</u> Number	
Mid-Block Crossing:	New RRFB/Signal: <u>0</u> Number	Crossing-Surface Improvements: <u>0</u> Number
Lighting:	Intersection: <u>0</u> Number	Roadway Segments: <u>0</u> Linear Feet
Pedestrian Amenities:	Benches: <u>0</u> Number	Trash Cans: <u>0</u> Number
	Shade Trees: <u>0</u> Number	Shade Tree Type: _____
Other Ped Improvements:	#1: _____ #: <u>0</u>	#2: _____ #: <u>0</u>

**Multi-use Trail Improvements**

Class 1 Trails:	New (8' or less wide): <u>0</u> Linear Feet	New (over 8' wide): <u>0</u> Linear Feet
	Widen/Reconstruct Existing: <u>0</u> Linear Feet	
Non-Class 1 Trails:	New: <u>0</u> Linear Feet	Widen/Reconstruct Existing: <u>0</u> Linear Feet
Other Trail Improvements:	#1: _____ #: _____	#2: _____ #: _____

**Vehicular-Roadway Traffic-Calming Improvements**

Road Diets:	Remove Travel Lane: <u>0</u> Linear Feet	Remove Right-Turn Pocket: <u>0</u> Number
Speed Feedback Signs:	Speed Feedback Signs: <u>0</u> Number	
Signalized Intersections:	Timing Improvements: <u>0</u> Number	New Roundabout: <u>0</u> Number
Un-Signalized Intersections:	New Traffic Signal: <u>0</u> Number	New Roundabout: <u>0</u> Number
Other Traffic-Calming Improvements:	#1: _____ #: <u>0</u>	#2: _____ #: <u>0</u>

**Non-Infrastructure Components**

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**NI Program Type:** *Indicate the NI program type. If more than one, indicate the percentage split based on cost.*

- |  |     |  |             |
|--|-----|--|-------------|
| <input type="checkbox"/> Regional Initiative   | 0 % | <input type="checkbox"/> First Last Mile | 0 %         |
| <input type="checkbox"/> Community Initiative  | 0 % | <input type="checkbox"/> Other:          | _____ , 0 % |
| <input type="checkbox"/> Safe Routes to School | 0 % |  |             |

**Program Activities:** *Insert the number of each type of activity included in the program. Do not double count.*

Regional Community Initiatives:

- 0 Number of walk or bike audits
- 0 Number of bicycle skills/safety classes
- 0 Number of pedestrian skills/safety classes
- 0 Number of community demonstration projects/pop-ups/open street events
- 0 Number of community encouragement (i.e. bike to work days)
- 0 Number of community challenges (i.e. bike to work month challenge)
- 0 Number of law enforcement methods (i.e. progressive ticketing, deploying speed trailers, etc.)
- 0 Number of community workshops/stakeholder meetings

Safe Routes to School (SRTS):

- 0 Number of classroom/PE classes receiving pedestrian/bicycle safety instruction/education
- 0 Number of school assemblies receiving pedestrian/bicycle safety instruction/education
- 0 Number of afterschool programs receiving pedestrian/bicycle safety instruction/education
- 0 Number of bike rodeos
- 0 Number of pedestrian 'mock city' safety skills events
- 0 Number of schools with walking school bus program (defined as planned route with meeting points, a timetable and a schedule of trained volunteers)
- 0 Number of schools with bicycle train program (defined as a planned route with meeting points, a timetable and a schedule of trained volunteers)
- 0 Number of SRTS encouragement days (i.e. designated monthly bike/walk to school days X number of school months X number of school involved)
- 0 Number of SRTS law enforcement methods (i.e. progressive ticketing, deploying speed trailers, etc.)
- 0 Number of training sessions to implement the SRTS program (i.e training for volunteer walking school bus leaders, crossing guards, etc.)

Other:

- Number of \_\_\_\_\_
- Number of \_\_\_\_\_

**Communications:** *Check the box if the program will include the communication type.*

- |   |   |
|---|---|
| <input type="checkbox"/> Traditional media (radio ads, TV ads, newspaper ads, flyers, etc.) | <input type="checkbox"/> Social media (Twitter, Facebook, Instagram, etc.)  |
| <input type="checkbox"/> Large media (bus-wraps, billboards, etc.)                          | <input type="checkbox"/> Program website  |
| <input type="checkbox"/> Print/electronic publications (newsletters, blogs, etc.)           | <input type="checkbox"/> Other; <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span> |

*What languages, if any, will the selected communications be translated to:*

**Collaborative Partnerships:**

*Check all parties that have a committed role in the project beyond submitting a letter of support.*

- |   |   |
|---|---|
| <input type="checkbox"/> Local Public Health Department                         | <input type="checkbox"/> Schools/School Districts   |
| <input type="checkbox"/> Law Enforcement  | <input type="checkbox"/> Public Works Departments   |
| <input type="checkbox"/> Non-Profit Organizations/Community Based Organizations | <input type="checkbox"/> Other; <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span> |



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**Plan Type (only intended for Plans)**

**Plan Type:**

*Check which type of Plan:*

Pedestrian Plan

Bicycle Plan

Active Transportation Plan

Safe Routes to School Plan

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**Right of Way (R/W) Impacts** (Check all that apply)

- Project is 100% within the Implementing Agency's R/W and/or is within their control at the time of this application submittal. (This includes temporary construction easements)
- Project will likely require R/W in fee ownership, permanent easements and/or temporary construction easements from private owners and/or will require utility relocations from utility companies outside that implementing agency's governmental control.

*The federal R/W process involving private property acquisitions and/or private utility relocations can often take 18 to 24 months after environmental document approval. The project schedule in the application for R/W needs to reflect the necessary time to complete the federal R/W process.*

What is the total number of private R/W parcels expected to be impacted? \_\_\_\_\_

What is the total number of utility companies expected to be impacted? \_\_\_\_\_

What is the total additional months needed (all project phases) for the expected R/W acquisitions and/or utility relocations? \_\_\_\_\_

Has the project schedule been developed to account for this time? \_\_\_\_\_

- Project will likely encroach into Caltrans R/W requiring easements, encroachment permits and/or other approvals.

Is Caltrans the "Implementing Agency"? \_\_\_\_\_

*\*See the application instructions for more details on the required coordination, documentation and approval from Caltrans.*

The applicant must attach the approved and signed Caltrans Checklist for ATP projects impacting Caltrans R/W.

**The following project details must match the information shown in the approved Caltrans Checklist attached above:**

What % of the project (by area) is within Caltrans R/W? \_\_\_\_\_

What % of the project (by total project cost) is within Caltrans R/W? \_\_\_\_\_

What is the total cost (all project phases) of all the project elements within Caltrans R/W? \_\_\_\_\_

What level of Caltrans project development oversight has been determined to be needed by Caltrans? \_\_\_\_\_

Is the project expected to be tracked by Caltrans as a "Local Assistance" or "Capital" project? \_\_\_\_\_

What is the total additional months needed (all project phases) for Caltrans to complete its required oversight responsibilities? \_\_\_\_\_

Has the project schedule been developed to account for this time? \_\_\_\_\_

- Project will likely require R/W, Easements, encroachment and/or approval involving Governmental (excluding Caltrans - as Caltrans impacts are documented above), Environmental, or Railroad owner's property.

*\*See the application instructions for more details on the required coordination and documentation from these agencies.*

Attach a letter of support or neutrality from each separate agency. Combine all letters in one pdf attachment.

The following information should be based on specific prior coordination and agreement between the agencies:

What is the total additional months needed (all project phases) for all of these agencies to complete their required oversight responsibilities and to complete any required actions that are necessary based on the expected R/W impacts? \_\_\_\_\_

Has the project schedule been developed to account for this time? \_\_\_\_\_



## Part A5: Project Schedule

- NOTES: 1) Per CTC Guidelines, all project applications must be submitted with the expectation of receiving federal funding and therefore the schedule below must account for the extra time needed for federal project delivery requirements and approvals, including a NEPA environmental clearance and for each CTC allocation there must also be a Notice to Proceed with Federally Reimbursable work.
- 2) Prior to estimating the durations of the project delivery tasks (below), applicants are highly encouraged to review the appropriate chapters of the Local Assistance Procedures Manual and work closely with District Local Assistance Staff.
- 3) The proposed CTC Allocation dates must be between July 1, 2019 and June 30, 2023 to be consistent with the available ATP funds for Cycle 4.

### **NON-INFRASTRUCTURE (NI) AND "PLAN" PROJECTS:** *(This includes combined "I" and "NI" projects)*

Will ATP funds be used in this phase of the project?  Yes  No

Expected Start Date for "NI" or "Plan" Construction activities:

Time to complete the CON-Phase activities:

 months

**Expected Completion Date for the CON Phase:**

### **Proposed Dates for "Before" and "After" Counts** *(As required by the CTC and Caltrans guidelines):*

Expected Date for "Before" counts (Ideally, within 12 months of the beginning of the Construction Activities)

Expected Date for "After" counts (Ideally, at least 6 months after the end of all Construction Activities)



## Part A6: Project Funding

(1,000s)

Project Phase	Total Project Costs	Total ATP Funding	ATP Allocation Year *	Total Non-ATP Funding **	Non-Participating Funding	"Prior" ATP Funding	Leveraging Funding	Future Local Identified Funding
PA&ED	-	-		-	-	-	-	-
PS&E	-	-		-	-	-	-	-
R/W	-	-		-	-	-	-	-
CON	-	-		-	-	-	-	-
NI-CON/ PLAN	-	-		-	-	-	-	-
<b>TOTAL</b>	-	-		-	-	-	-	-

\* The CTC Allocation-Year is calculated based on the information entered into the "Project Schedule" section.

\*\* Applicants must ensure that the "Total Non-ATP Funding" values show in this table match the overall Non-ATP Funding values they enter into Page 2 of the PPR (later in this form)

### ATP FUNDING TYPE REQUESTED:

Per the CTC Guidelines, all ATP projects must be eligible to receive federal funding. Most ATP projects will receive federal funding; however, it is the intent of the Commission to consolidate the allocation of federal funds to as few projects as practicable. Therefore, the smallest projects may be granted State Funding from the State Highway Account (SHA) for all or part of the project. Agencies with projects under \$1M, especially ones being implemented by agencies who are not familiar with the federal funding process, are encouraged to request State funding.

Do you believe your project warrants receiving state-only funding?  Yes  No

If "Yes", provide a brief explanation. (Max of 50 Words)

Words Remaining:

If "Yes", applicants requesting SHA must also attach an ["Exhibit 22-F"](#)

### ATP PROJECT PROGRAMMING REQUEST (PPR):

Using the Project Schedule, Project Funding, and General Project information provided, this electronic form has automatically prepared the following PPR pages. Applicants must review the information in the PPR to confirm it matches their expectations.

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<b>Amendment (Existing Project)</b> Y <input type="checkbox"/> N <input type="checkbox"/>						<b>Date:</b> 05/23/18	
<b>District</b>	<b>EA</b>	<b>Project ID</b>		<b>PPNO</b>	<b>MPO ID</b>	<b>Alt Project. ID/prg.</b>	
						ATP	
<b>County</b>	<b>Route/Corridor</b>	<b>PM Bk</b>	<b>PM Ahd</b>	<b>Project Sponsor/Lead Agency</b>			
				<b>MPO</b>		<b>Element</b>	
<b>Project Manager/Contact</b>		<b>Phone</b>		<b>E-mail Address</b>			
<b>Project Title</b>							
<b>Location (Project Limits), Description (Scope of Work)</b>							
<b>Component</b>		<b>Implementing Agency</b>					
PA&ED							
PS&E							
Right of Way							
Construction							
<b>Legislative Districts</b>							
<b>Assembly:</b>		<b>Senate:</b>		<b>Congressional:</b>			
<b>Project Benefits (If more space is needed, use the Additional Information field on the next page.)</b>							
<b>Purpose and Need</b>							
<b>Category</b>		<b>Outputs/Outcomes</b>			<b>Unit</b>	<b>Total</b>	
ADA Improvements: Y <input type="checkbox"/> N <input type="checkbox"/> Bike/Ped Improvements: Y <input type="checkbox"/> N <input type="checkbox"/> Reversible Lane Analysis: Y <input type="checkbox"/> N <input type="checkbox"/>							
Inc. Sustainable Communities Strategy Goals: Y <input type="checkbox"/> N <input type="checkbox"/> Reduces Greenhouse Gas Emissions: Y <input type="checkbox"/> N <input type="checkbox"/>							
<b>Project Milestone</b>					<b>Existing</b>	<b>Proposed</b>	
Project Study Report Approved					05/23/18		
Begin Environmental (PA&ED) Phase							
Circulate Draft Environmental Document (Document Type)							
Draft Project Report							
End Environmental Phase (PA&ED Milestone)							
Begin Design (PS&E) Phase							
End Design Phase (Ready to List for Advertisement Milestone)							
Begin Right of Way Phase							
End Right of Way Phase (Right of Way Certification Milestone)							
Begin Construction Phase							
End Construction Phase							
Begin Closeout Phase							
End Closeout Phase (Closeout Report)							

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**Additional Information**

Date: 05/23/18

A large, empty rectangular box with a black border, intended for providing additional information. The box is currently blank.







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District	County	Route	EA	Project ID	PPNO	Alt. ID

**SECTION 1 - All Projects**

<b>Project Background</b>	<b>Characters Remaining:</b> <input type="text"/>
---------------------------	---

--

<b>Programming Change Requested</b>	<b>Characters Remaining:</b> <input type="text"/>
-------------------------------------	---

--

<b>Reason for Proposed Changed</b>	<b>Characters Remaining:</b> <input type="text"/>
------------------------------------	---

--

<b>If proposed change will delay one or more components, clearly explain 1) reason for the delay, 2) cost increase related to the delay, and 3) how cost increase will be funded</b>	<b>Characters Remaining:</b> <input type="text"/>
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<b>Other Significant Information</b>	<b>Characters Remaining:</b> <input type="text"/>
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**SECTION 2 - For SB1 Projects Only**

Alternative Project Request (Please follow the individual SB1 program guidelines for specific criteria)

**SECTION 3 - All Projects****Approvals**

I hereby certify that the above information is complete and accurate and all approvals have been obtained for the processing of this amendment request.\*

Name (Print or Type)	Signature	Title	Date

**Attachments**

- 1) Concurrence from Implementing Agency and/or Regional Transportation Planning Agency
- 2) Project Location Map



## Part A7: 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:

- Is all or part of the project currently (or has it ever been) formally programmed in an RTPA, MPO and/or Caltrans funding program?  Yes  No

If "Yes", explain why the project is not considered "fully funded". (Max of 200 Words)

Words Remaining:

- Are any elements of the proposed project directly or indirectly related to the intended improvements of a past or future development or capital improvement project?  Yes  No

If "Yes", explain why the other project cannot fund the proposed project. (Max of 200 Words)

Words Remaining:

- Are adjacent properties undeveloped or under-developed where standard "conditions of development" could be placed on future adjacent redevelopment to construct the proposed project improvements?  Yes  No

If "Yes", explain why the development cannot fund the proposed project. (Max of 200 Words)

Words Remaining:

### 2. Consistency with an adopted regional transportation plan:

- Is the project consistent with the relevant adopted regional transportation plan that has been developed and updated pursuant to Government Code Section 65080?  Yes  No

If "Yes", the applicant must provide that portion of Regional Transportation Plan showing that the proposed project is consistent. Attach a copy of ONLY the following elements of the plan: cover page and pages linking the proposed project to the plan. Highlighted and/or mark the attachment to clearly identify the connection.

*Note: Projects not providing proof will be disqualified and not be evaluated.*

If "No", document why the project should still be considered as being "consistent with the Regional Plan".

(Max of 200 Words)

Words Remaining:

*Note: Projects not providing proof will be disqualified and not be evaluated.*

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**3. Is the Implementing Agency Caltrans?**

Yes  No

Per the CTC, Caltrans must document the need to address this project with ATP funds, versus other funding streams available for complete streets through existing Caltrans funding. Attached the necessary documentation:

Per the CTC Guidelines, Caltrans nominated projects must illustrate coordination with the corresponding local and regional agencies. Caltrans is required to show assurance that local communities are supportive of and have provided feedback on the proposed Caltrans ATP project. Attached the necessary documentation:



## Part B: Narrative Questions

### 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, the geographic boundaries of the disadvantaged community, and disadvantaged community access point(s) and destinations that the project 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 Number 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 2012-2016 American Community Survey (ACS) (<\$51,026). 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 2.0) scores (score must be greater than or equal to 39.34). This list can be found at the following link under SB 535 List of Disadvantaged Communities:

<https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30>

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.

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School Name	School Enrollment	% of Students Eligible for FRPM
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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 100 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 June 1, 2018. CTC staff will make the final determination of the eligibility of regional definitions by June 29, 2018. (Max of 200 Words)

Words Remaining:

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

Explain how the program addresses an important need of the disadvantaged community, how it was requested or supported by the disadvantaged community residents, and how the disadvantaged community residents will be included.

(Max of 300 Words)

Words Remaining:

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

Is your project located within a disadvantaged community? \_\_\_\_\_

**E. Severity: (0 - 4 points)**

Auto calculated



## Part B: Narrative Questions

### Question #2

#### 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. (0-40 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 250 Words)

Words Remaining:

#### A. Statement of project need (20 points max)

Explain why this program is needed. Describe the issue(s) that this program will address. Include the challenges and barriers to increasing walking and/or biking in the program area.

##### Discuss:

- Current or proposed pedestrian and/or bicycle infrastructure in the program area
- Connectivity and mobility by active transportation to community identified destinations (such as schools, transit facilities, community centers, employment centers, and other destinations.)
- Perceived personal safety of walking and/or biking
- The **local** health concern responses should focus on:
  - Specific local public health concerns, health disparity, and/or conditions in the built and social environment that affect the project community and can be addressed through the proposed program. Please provide detailed and locally relevant answers instead of general descriptions on the health benefits of walking and biking (i.e. "walking and biking increase physical activity").
  - Local public health data demonstrating the above public health concern or health disparity. Data should be at the smallest geography available (state or national data is not sufficient). One potential source is the Healthy Places Index (HPI) (<http://healthyplacesindex.org>)
- Other

(Max of 750 Words)

Words Remaining:

#### B. Addressing the Need (20 points max)

1. Check the box that best describes the Non-Infrastructure program.

- Start-up program (no program currently exists)
- Expansion of an existing program
- New components to an existing program

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2. Describe the program, the population it will serve, and how the program will use encouragement, education, and/or enforcement to address each of the need(s) identified in above with the goal of increasing walking and/or biking to community identified destinations within the program area. (Max of 750 words)

**Words Remaining:**



## Part B: Narrative Questions

### 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. (0-10 POINTS)**

- A. Describe the program area's history of pedestrian and bicycle collisions resulting in fatalities and injuries to non-motorized users that this program will mitigate. (10 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 with the program boundary**
  - c. **Collision Summaries and collision lists/reports - demonstrating collision trends, collision types, and collision details**

*Combine the various maps/summaries into one PDF file and attach it in the field below.*

2. Applications that do not have the collision data above OR that prefer to provide additional collision data and/or safety 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 200 Words) (optional)

Words Remaining:

Data and methodologies Attachment (optional)

3. From the project-area collision summaries/data provided in questions 1 and/or 2, enter the total reported pedestrian and/or bicycle collisions using the most recent 5 to 11 years of available data:

How many years of collision data were used in the Heat Maps and collision summaries:

# of Crashes	Pedestrian	Bicycle	Total	Average Per Year
Fatalities			0	
Injuries			0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	

4. Referencing the heat-maps, collision map and collision summaries provided in above, discuss why your agency chose this program area as a priority for addressing ongoing safety and discuss how the program corresponds to the types and locations of the past collisions. **(10 points max)**

As appropriate, discussion may included how the NI program elements:

- educates pedestrians, bicyclists, and/or drivers about safety hazards for pedestrians and bicyclists
- encourages safe behavior, including through enforcement.

(Max of 500 Words)

Words Remaining:



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## Part B: Narrative Questions

### Question #4

**QUESTION #4**

**PUBLIC PARTICIPATION and PLANNING (0-15 POINTS)**

**Describe the community based public participation process that culminated in the project**

- A. Describe who was engaged in the identification and development of this program. How were they engaged? Describe the type, extent, and duration of outreach and engagement conducted to relevant stakeholders. What was their feedback and how was it incorporated into the program proposal? (5 points max) (Max of 500 words)

Words Remaining:

- B. Describe how stakeholders will continue to be engaged in the implementation of the program. Include which agencies and stakeholder groups (public health, law enforcement, NGOs and non-traditional partners like faith groups, elder/senior intergenerational groups) will be involved in implementing the program. (10 points max) (Max of 500 words)

Words Remaining:



## Part B: Narrative Questions

### Question #5

**QUESTION #5**

**EVALUATION and SUSTAINABILITY (0-10 POINTS)**

- A.** How will the effectiveness of the program be measured? Describe the effectiveness measures that will be evaluated (public support, mode shift, safety, etc.) and the tools that will be used (such as surveys, counts, observations, etc.) to quantify the success. (5 points max)  
(Max of 300 words)

Words Remaining:

- B.** How will the program be sustained after completion? (5 points max)  
(Max of 300 words)

Words Remaining:



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## **Part B: Narrative Questions**

### **Question #6**

**QUESTION #6**

**INNOVATIVE PROGRAM ELEMENTS (0-5 POINTS)**

- A. Does this program propose any elements that are new to the region? AND/OR does this program utilize any recognized best practices that have been proven successful in a similar local community context? Explain why the program chose to include these elements.  
(5 points max) (Max of 500 words)

Words Remaining:



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## **Part B: Narrative Questions**

### **Question #7**

#### **QUESTION #7**

#### **PROGRAM SCOPE AND IMPLEMENTATION (0 - 10 points)**

##### **A. Complete the 22-R (10 points)**

ATP applications must develop and document the proposed program's scope, cost, and schedule in the 22-R. (Attachment G)

The 22-R will be evaluated for:

- How well it reflects 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

### Question #8

#### QUESTION #8

#### USE OF CALIFORNIA CONSERVATION CORPS (CCC) OR CERTIFIED COMMUNITY CONSERVATION CORPS (0 to -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 Certified Community Conservation Corps Representative ATP contact information:

<http://www.ccc.ca.gov/work/programs/ATP/Pages/ATP%20home.aspx>

<http://calocalcorps.org/active-transportation-program/>

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 100 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 Certified Community Conservation Corps     the Tribal Corps (if applicable)



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## **Part B: Narrative Questions**

### **Question #9**

#### **APPLICANT'S PERFORMANCE ON PAST ATP FUNDED PROJECTS (0 to -10 points)**

For CTC use only.



## 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

<b>Application Signature Page</b> (Required for all applications)	<b>Attachment A</b>
<b>Engineer's Checklist</b> (Required for Infrastructure & Combo Projects)	<b>Attachment B</b>
<b>Project Location Map</b> (Required for all applications)	<b>Attachment C</b>
<b>Project Map/Plans showing existing and proposed conditions</b> (Required for all Infrastructure Projects; Optional for 'Non-Infrastructure' and 'Plan' Projects)	<b>Attachment D</b>
<b>Photos of Existing Conditions</b> (Required for all applications)	<b>Attachment E</b>
<b>Project Estimate</b> (Required for all Infrastructure Projects)	<b>Attachment F</b>
<b>Non-Infrastructure Work Plan (Form 22-R)</b> (Required for all projects with Non-Infrastructure Elements)	<b>Attachment G</b>
<b>Plan Scope of Work (Form 22-PLAN)</b> (Required for all Plan Projects)	<b>Attachment H</b>
<b>Letters of Support (10 maximum)</b> (Required or recommended for all projects as designated in the instructions) (All letters must be scanned into one document.)	<b>Attachment I</b>
<b>Exhibit 22-F State Funding</b>	<b>Attachment J</b>
<b>Additional Attachments</b> (Additional attachments may be included. They should be organized in a way that allows application reviews easy identification and review of the information.) (All additional attachments must be scanned into one document.)	<b>Attachment K</b>