

# CALIFORNIA'S ACTIVE TRANSPORTATION PROGRAM



A Step-By-Step Guide to the Application Process





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## 1 Introduction

Throughout California, and indeed the entire United States, the past 10-15 years have seen a belated but welcome and ambitious resurgence of interest in walking and biking (also called active transportation). After decades of building auto-oriented cities and towns, many transportation planners and government agencies are slowly but surely shifting their priorities towards more sustainable modes, including mass transit and active transportation. Those modes, in particular active transportation, offer remedies to many of the most pressing environmental and public health challenges of our time, such as greenhouse gas emissions from tailpipes, the obesity and diabetes epidemics, and reducing traffic deaths of people walking and biking. Retrofitting local streets with infrastructure to safely accommodate walkers and bikers has also been shown to greatly facilitate access to jobs, schools and retail for residents who may live close to those destinations as the crow flies, but who have long been cut off from them by unsafe roads.

The Active Transportation Program (ATP) is California's sole statewide funding stream dedicated exclusively to walking and biking infrastructure, and thus is the best and most direct source of statewide funding for communities who want to invest in active transportation but do not have the resources to do so. The Safe Routes Partnership has been a vigorous advocate for the ATP since its creation in 2013. We participate in the ATP Technical Advisory Committee (ATP TAC), helping shape the application process and guidelines. Our California staff have reviewed applications in previous ATP cycles, and as an organization we provided technical assistance on more than 60 proposed projects (ranging from helping identify projects and conduct public outreach to evaluating draft applications) in the 2018, 2020, and 2022 ATP cycles. The Safe Routes Partnership has seen up close how much of a game changer ATP-funded projects can be in communities throughout the state; we've also seen how time consuming the application process can be, and how hard it is to be successful.

## Using This Guide

We are pleased to offer California communities this guide to the Active Transportation Program and our recommendations for how to plan for, draft and submit your application. As this guide will make clear, it is never too early to start the process. We hope to convey the substantial work involved, but also to make that work more approachable, effective and even beneficial. Indeed, developing an ATP project the “right way” means identifying the neediest communities in your jurisdiction and working *with them* to choose and scope projects that will meaningfully address the challenges they face.

As you read this guide, please keep in mind that it is only one of many resources available in your efforts to be successful in the ATP. Every time there is an ATP application cycle, we offer sustained one-on-one engagement with a select number of communities in the state, and more limited but still very helpful reviews and advice to dozens more. Similarly, many of our partners in advocacy and administration offer their own assistance programs. We list them in the appendix. Please also note that this guide is based on the application forms available for Cycle 6 of the ATP, which has a deadline of June 15, 2022. It is possible that specific aspects of future applications may change, but we anticipate the key elements to remain, ensuring this guide's relevance in the future.





## 2 What is the Active Transportation Program?

The Active Transportation Program was created in 2013 to consolidate several streams of state and federal funding available to communities in California to fund active transportation projects. It is a competitive grant program run every two years. The California Transportation Commission (CTC) writes the guidelines for the program and runs the competitive grant cycles. The California Department of Transportation (CalTrans) local assistance division administers the grants after they have been awarded.

The purpose of the ATP is to encourage increased use of active modes of transportation by achieving the following goals:

- Increase the proportion of trips accomplished by biking and walking
- Increase safety and mobility for non-motorized users
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas (GHG) reduction goals
- Enhance public health

- Ensure that disadvantaged communities fully share in the benefits of the program
- Provide a broad spectrum of projects to benefit many types of active transportation users<sup>1</sup>

By statute, at least 25 percent of ATP funds must go to projects directly benefiting the health, mobility, and safety of Disadvantaged Communities (DACs). Further, the scoring of ATP applications prioritizes benefits to DACs so highly that in each completed cycle so far, 80 percent or more of awards have gone to projects benefiting DACs. In other words, selecting a project in a DAC will maximize your chances of submitting a successful applicant, while also ensuring that the residents most in need of safe and healthy transportation options will benefit from them. We will examine how disadvantaged status is calculated and how you can ensure that your project benefits your community's most disadvantaged residents, in a later section.

<sup>1</sup> <http://www.dot.ca.gov/hq/LocalPrograms/atp/>

All ATP applications are scored on a scale of 100 points, with funding awarded according to application score until all available funds have been allocated. For example, if \$100 million were available in a cycle, Project A for \$4.7 million which scored 99 out of 100 would be funded first, followed by Project B for \$6.5 million which scored 98 out of 100. The remaining \$88.8 million would be allocated to projects in descending order of score until no more funds were left.

As you can see, the program has grown more competitive over time; in 2020, only applications scoring 92 or above received funding in the statewide component.

The table below<sup>2</sup> shows the amount of funding available in the three cycles completed at the time of publication, along with the total amount of funds available, number of applications, and success rate.

	Number of Applications	Number of Grants Awarded	Application Success Rate	Total Funds Requested	Funds Available	Funds Requested Vs. Available
Cycle 1 (2014)	772	147	19%	\$10.2 billion	\$360 million	35%
Cycle 2 (2015)	619	114	18%	\$1.14 billion	\$360 million	32%
Cycle 3 (2016)	448	54	12%	\$965 million	\$240 million	25%
Cycle 4 (2018)	554	61	11%	\$2.3 billion	\$430 million	19.3%
Cycle 5 (2020)	454	50	11%	\$2.3 billion	\$442 million	19.55%

<sup>2</sup> Table created by the California Bicycle Coalition, 2017

## Who Can Apply? Do I Need Funds On Hand?

Only entities with Master Agreements with CalTrans can apply for the ATP. If you do not have such a Master Agreement, you can secure one as part of the process. Generally, only governmental agencies (usually Public Works, Transportation, etc.) are eligible for such agreements, but nonprofit organizations and school districts can apply for non-infrastructure funds. Please see the appendix to this guide for the Active Transportation Resource Center's tutorial on how to secure a Master Agreement.

Secondly, there is no leveraging requirement (i.e., requirement to provide matching funds from your local community) for the ATP. However, there are points available in the Medium and Large Infrastructure applications if you have leveraging funds which will make your application more competitive.



## 3 Picking the Right ATP Project Type for Your Community

In ATP Cycle 4, completed in 2018, the CTC responded to longstanding concerns (voiced by the Safe Routes Partnership and others) that smaller projects were at a systematic disadvantage in previous cycles and created 5 different types of applications for ATP funding:

1. Plans: Funds to develop an Active Transportation; Bike; Pedestrian; or Safe Routes to School plan in a disadvantaged community
2. Non-Infrastructure: Funds to run education/encouragement programs, usually but not exclusively focused on schools.
3. Small Infrastructure\*: Funds to build sidewalks, bike lanes, crosswalks, and other biking and walking infrastructure, with projects costing less than \$1.5 million
4. Medium Infrastructure\*: Same type of projects as small infrastructure, but for projects costing \$1.5 million - \$7 million, and
5. Large Infrastructure\*: Same type of projects as small infrastructure, but for projects costing more than \$7 million.

*\* Note that applicants for any of the three types of infrastructure projects can add on a non-infrastructure component to their infrastructure application. For example, an applicant might propose pairing infrastructure improvements surrounding a school with an education program to teach students how to take advantage of the new improvements.*

Breaking out the ATP into five separate application types was done for two reasons. First, in previous cycles, applications to make plans or non-infrastructure often scored poorly because the questions on the one-size-fits-all application were heavily skewed towards infrastructure projects, and it was extremely hard to convey the potential value of a plan or non-infrastructure program in that context. Second, the long and complicated application form was a deterrent especially to under-resourced communities with relatively small proposals, who often found it hard to justify allocating the staff time to a process with such a low statistical chance of success for such relatively small



sums. The applications for the plans, non-infrastructure, and smaller infrastructure projects were simplified, and applications for larger projects require more work and documentation, particularly around public participation.

Contrary to some advocates suggestions over the years, there are not currently any set-asides for Plans or Non-Infrastructure applications, though by statute, only 2% of funds from any given ATP cycle may be awarded to Plans.

If you represent a community that has never applied for or received ATP funding, are short on staff time and expertise to complete an application, and fit the definition of a Disadvantaged Community, we strongly recommend you apply to create a plan. Applying for a plan involves much less preparation work than applying for an infrastructure project, and if your application is selected for funding, you will now have the resources to develop a comprehensive plan and do community engagement that identifies and prioritizes needed biking and walking improvements. This will set your agency up nicely to apply to the ATP in future years for infrastructure or programming projects highlighted in your plan. If your community hires a firm to create the plan once the ATP grant is funded, you will also have a pre-existing relationship with a firm that now knows your community and that may be able to help you complete the more complicated infrastructure application. Further, points are now available in the application for projects that are included in a plan, so if you do not yet have one on the books, it would be beneficial to create one. [Please refer to the webinar we hosted in 2021 to learn more about the advantages of applying for a Plan.](#) Another possible option for your first application would be the non- infrastructure category or the small infrastructure category. If you think one of those application types might be the best fit for your agency, feel free to skip ahead to the sections dedicated to them.

## 4 Before You Begin: A Reality Check

As you will see upon reading through this guide, preparing an ATP application is not a simple undertaking. The data collection, community outreach, coordination between departments, and (likely) hiring and management of consultants and engineers are all extremely time consuming activities. It is important that you start well in advance of the application deadline and have set aside sufficient staff time to prepare for the submittal. This can be a big challenge for many agencies and jurisdictions that are short-staffed and balancing many competing priorities. We are hopeful that this guide can help make this process more approachable.

Before walking through the many steps you'll have to take to prepare an ATP grant and project, it is helpful to pause and consider what you should plan for in terms of staff time and resources. We write this not to dissuade communities from applying, but to ensure that you go into the process with eyes wide open about the work entailed. We recommend starting to conceptualize your project a year before you plan to apply to the ATP. CTC makes applications available about 2-3 months before the deadline each cycle, usually in June or July. So, if a deadline is in June, applications will be made available in March. By the time applications are made available, you should ideally have already identified what you want to apply for and completed the public engagement. You will need most of the two months between the publication of the applications and the deadline to write each section of the application, check for consistency, get support letters, and ensure your content addresses the

scoring rubrics.

If you plan to submit an infrastructure application, we recommend you follow this timeline (the rest of the guide will walk you through these different aspects):

- Months 1-3: Accumulate preliminary data on Safety, Disadvantaged Communities, Public Health Indicators.
- Months 4-5: Consult with agencies such as Health Services; Metropolitan Planning Organization or Regional Transportation Agency; Parks and/Or School District about programming, health indicators, and public participation plan.
- Months 6-8: Conduct first phase of public participation. Retain consultant/engineer for project design and renderings and budget/project schedule.
- Months 8-10: Complete initial renderings. Check right-of-way/utilities. Review preliminary designs with community groups for feedback. Consult with nearby schools on potential non-infrastructure component.
- Months 10-12: CTC issues ATP applications and sets deadline. Complete final renderings and project budget. Secure support letters and any necessary right-of-way agreements. Complete and submit application.

### Shaping the ATP Application Process: A Good Way to Stay Informed

We would be remiss not to mention that you can participate in the public input process run by the CTC as the guidelines and applications are developed for the cycle in which you plan to apply. By staying informed, you can submit comments to try and make the guidelines more conducive to your needs, while also staying abreast of changes to the process that may require adjustments to your project or application.



We highly recommend assigning more than one staff member to the application process, even if additional staff are in support roles. The application is time-consuming, and it can be helpful to have more than one person to help with public participation and agency coordination. Preparing an ATP application requires significant inter-agency coordination and public outreach, so while consultants can be helpful, relying solely on an external team means they are unlikely to have the relationships or public legitimacy that an official representative of the city will. If your agency does not have any engineering or public works staff, it may be helpful to engage a local firm to help with creating maps, drawings, or cost estimates for your application.

If you only have one staff member to spare, we strongly recommend applying to create a plan of some type (assuming your community qualifies as a DAC), since the application for plans is considerably simpler, and requires much less public participation upfront than an infrastructure proposal. Below is a modified timeline for that application type:

- Months 1-2: Accumulate preliminary data on Safety, Disadvantaged Communities, Public Health Indicators.
- Months 3-4: Consult with agencies such as Health Services; Metropolitan Planning Organization or Regional Transportation Agency; Parks and/Or School Districts about the indicators you've found so far. Seek their help in identifying constituency groups to inform about the application and eventually request their help in crafting it once funded. Create surveys for general impressions on active transportation in your community
- Months 5-6: Promote surveys to your constituents, discuss the plan with community groups and agencies you've identified, and secure their commitment to help you craft the plan once it's funded.
- Months 7-8: CTC issues ATP applications and sets deadline. Draft a budget for the crafting the plan, agree with community partners on the subgrants provided to them for their assistance in crafting the plan, and complete and submit the application.





## 5 Walking Through Each Application

### A. Applying to Create a Plan

It would be more than understandable if you've read this far and are starting to think that applying for ATP funds sounds like too large an undertaking, especially if you have barely enough capacity to dedicate one staffer to the task, much less two or three. Perhaps drafting designs and organizing walk audits seem far fetched when your community has never done an active transportation inventory. If such thoughts ring true to you, it is likely that applying to create a plan, rather than to design and build infrastructure, would be the best ATP option for your community. The ATP funds the creation of Pedestrian, Bicycle, Safe Routes to School, and Comprehensive Active Transportation Plans. The application for this type of grant is considerably less cumbersome than those for infrastructure. Only communities that qualify as DACs (see page 13) are eligible to apply for a plan, and a total of 30 points are awarded according to what percentage of census tracts within the proposed plan area qualify as such, as well as the severity thereof. However, chances are that your community will meet the DAC criteria if you are small and under-resourced and the prospect of applying for an infrastructure grant seems daunting.

Creating a plan is a terrific way to lay the groundwork for effective infrastructure investments further down the line: subsequent ATP applications for projects identified in the plan will be stronger because they stem from a comprehensive planning process. One way to think of creating an ATP-funded plan is that the CTC will be funding a large portion of the public participation efforts you will need to demonstrate support for any future infrastructure ATP application. Put another way, the extensive public participation effort required before you submit an infrastructure application is not required before you submit a plan application. Instead, your plan application must describe how you will undertake public engagement, using ATP funds, if awarded a plan grant.

Generally, following and documenting the initial steps outlined in the Public Participation section of this guide on page 17 with agencies like Health Services followed by grassroots CBOs will go a long way towards making precisely that case. As you secure interest from partner agencies and community groups in engaging residents to help you formulate the plan, make sure you formalize the roles you anticipate each group playing, and have all parties sign a memorandum agreeing to the terms of

the collaboration. It would be appropriate to compensate community groups through subgrants (funded by your ATP application) for the resources and time they will spend helping you engage their constituents and drafting the plan. The CTC does not have a standardized form for such agreements (nor does it explicitly require anything in writing) but submitting them with your application will prove to evaluators that your community is informed and enthusiastic about working with you to create your plan. At the very least, having these entities submit support letters will strengthen your plan application.

In the plan application, you will have to list all the stakeholders you envision engaging in the process of creating the plan, as well as how you intend to reach them (design charrettes, walk audits, community workshops, pop-up events, social media, etc.), and how you will maximize the accessibility of the community engagement process. We recommend creating at least one survey to understand your residents' concerns about the overall environment for active transportation in your community, the kinds of improvements they would be most interested in, and the neighborhoods and corridors they consider priorities. You can see a link to a sample survey in the appendix to this guide. Be creative in getting people to fill out the survey: include a link in utility mailings, have tables at local farmers markets, etc. Results from these surveys will also help you decide which kind of plan you want to apply for.



To ensure that the plan you create doesn't gather dust on a shelf once it's completed, there are also up to 10 points awarded for demonstrating your jurisdiction's capacity to translate the document into concrete investments on the ground. To answer this question sufficiently, do an inventory of what policies your jurisdiction will need to enact (such as a Complete Streets policy) in order to accelerate the implementation of any projects that are identified in the plan. You should also do a scan of non-ATP sources of funding (such as local or county sales taxes) that would be available to fund the implementation of infrastructure projects and non-infrastructure programs identified in the plan. Finally, find out from your Regional Transportation Planning Agency what the timeline and process is for the next RTP, and make sure that you'll have an opportunity to propose any projects identified in your plan for adoption in that update; doing so will make those projects much more competitive in future ATP Cycles.

You will have to complete a form called the 22-plan: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle6>. The 22-plan is essentially a scope of work for your plan, demonstrating that once it is completed, it will include all the components required in a CTC-certified ATP plan. The components are listed in that spreadsheet, along with an example scope.

To learn more about how to answer other narrative questions in the plan application about disadvantaged communities, public health, safety, and public engagement, please continue reading this guide (section C, parts I-V). You can skip Nailing Down the Details of Your Infrastructure Project (section C, part VI), as that only applies to infrastructure projects. Of the data and tools discussed in Scoping Your Project (section C, part I), only the safety maps from TIMS are not required in the plans application. However, we recommend taking the time to use the TIMS tools for your community, as they will likely help you understand your community's safety needs better, and convey them more vividly in your application narrative.

## B. Applying for a Non-Infrastructure Program

Another ATP application type is Non-Infrastructure, which generally refers to Safe Routes to School and other encouragement/education programs. School districts and health services agencies are eligible to apply in this category, or to partner with a public works or transportation agency on a combined infrastructure/non-infrastructure grant. The Safe Routes Partnership is an enthusiastic backer of non-infrastructure programs—which can include things like walking school buses, teaching kids biking and walking safety, and equipping safety patrols. If you visit the Safe Routes to School section of our website at <https://www.saferoutespartnership.org/safe-routes-school/resources> and check “Safe Routes to School Programs,” you’ll find more than 300 items dealing at least in part on the topic.

Two important criteria to be mindful of before we discuss how to organize your program and application: first, existing programs are eligible for ATP funds only if you are specifically applying for an expansion; otherwise, only new programs are eligible. Second, you must demonstrate a plan for sustainability of the program after ATP funding runs out, as well as an evaluation plan on the program’s efficacy. Demonstrating that the program will continue after ATP funds run out is not easy, but there are nevertheless options to explore. One would be a local revenue-generating stream such as doubling traffic fines in school zones<sup>3</sup> or approaching local businesses to help sponsor your program. You might also consider the Office of Traffic Safety’s Grants for Pedestrian and Bicycle Safety ([https://www.ots.ca.gov/Grants/Pedestrian\\_and\\_Bicycle\\_Safety.asp](https://www.ots.ca.gov/Grants/Pedestrian_and_Bicycle_Safety.asp)) or explore a partnership with your county chapter of the Safe Kids Coalition (<https://www.safekids.org/coalition/safe-kids-california>) or local community service groups.

Your non-infrastructure application must demonstrate how your proposed education/encouragement/enforcement program contains a “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 nonmotorized users.” Other key community destinations you may demonstrate as being rendered more accessible include parks and key retail sites, particularly stores selling fresh, healthy food.

Since the vast majority of non-infrastructure programs are

<sup>3</sup> Safe Routes Partnership: Fine-Based Mechanisms (<https://www.saferoutespartnership.org/state/bestpractices/finebasedfunding>)

focused on schools (or target school-age children in one or another manner), you should focus your outreach efforts on the parents and students at the school(s) targeted in your proposed program. You should distribute surveys for both groups, and plan to do so in at least English and Spanish, and possibly in other languages. Links to sample surveys are available in the appendix to this guide. Depending on the age of the students and/or the technological capabilities of their school, you can distribute the survey in either electronic or printed form, or both. You should also create a similar survey geared towards the parents, aimed at understanding what hesitations they have about allowing their children to walk or bike to school. Be sure to ask about the condition of students’ bikes: in many instances, the inability to repair bikes due to cost, lack of knowledge, or lack of access to a nearby repair shop is the main impediment to biking to school. If your survey shows that this is a widespread issue, partner with a local bike advocacy organization or shop to have a repair day and/or a maintenance class on campus.

Pairing non-infrastructure with infrastructure improvements is generally the most effective approach for increasing walking and bicycling in a community. To do so through the ATP, you must complete the appropriate size infrastructure application and then fill out the extra sections about the non-infrastructure programs you intend to implement alongside the streetscape improvements. In most cases, these combined applications will reflect a partnership between a public works department and a health services agency. Please note that the combined infrastructure/non-infrastructure application is graded as a whole, and receives one score: either both projects will score successfully and be funded, or neither will.

All non-infrastructure (and combined infrastructure/non-infrastructure) applicants must complete the 25-R form, itemizing the scope of work for the plan. You will find a link to a sample 22-R from one of our recent technical assistance clients in the appendix to this guide on pages 21-22.

To learn more about how to answer other narrative questions in the non-infrastructure application about disadvantaged communities, public health, safety, and public engagement, please continue to section C, parts I-V. You can skip section C, part VI, which only applies to infrastructure projects.

## C. Applying for Infrastructure Projects

Some readers of this guide will have applied for ATP funds before, and are looking for ideas on how to improve their application for a longstanding priority project that was not funded in a previous cycle. Others will be new to the ATP process and may be undecided about what project to apply for.

Regardless of how fleshed out your idea is at the start of the process, your application will be evaluated on how effectively it addresses your community's active transportation needs. You must be able to demonstrate that you have undertaken a rigorous process of determining where the highest safety risks occur; which groups and neighborhoods in your community experience the highest burdens in exposure to pollutants and lack access to mobility options, along with the specific resulting health disparities; how the proposed project will address those challenges; and how your project has garnered the full support of the residents traditionally cut off from healthy conditions and the policy-making process.

Parts I-VI of the guide deal with the questions that are common to all three infrastructure applications (most also apply to the non-infrastructure and plans applications). Part VI of the guide is only for infrastructure projects, as it focuses on the cost and timeline for your infrastructure application.

The value of combined Infrastructure/Non-Infrastructure applications.

Second, we strongly recommend pairing your proposed infrastructure project with a non-infrastructure component, especially (but not exclusively) if your application is for a Safe Routes to School project. In every category, infrastructure applications with non-infrastructure components scored better than those without, as our analyses of Cycle 4 (<https://bit.ly/ATPCycle4Analysis>) and Cycle 5 (<https://bit.ly/ATPCycle5Analysis>) indicate. This is for many reasons, but primarily because the partnerships created while preparing such combined proposals have salutary knock-on effects throughout the application, and especially in the public engagement section.

Depending on the size of your agency and community, the best partner organization to implement educational and encouragement programs in tandem with your infrastructure project will vary. Most often, it is a public health department

at the county or municipal level; however, it could also be a parks and recreation department, school district, or nonprofit entity such as a local bicycle or pedestrian coalition or outdoor education advocacy group. Some ATP applicants are able to manage both sides of a combined infrastructure/non-infrastructure project, but that is more rare.

Please refer to our overview of the non-infrastructure application below for more information about writing that part of your grant compellingly.

The application for a combined infrastructure/non-infrastructure application is essentially the same as a standard infrastructure application - you will answer the same questions as you would for a standalone Small, Medium or Large application. However, you will need to attach additional information about your non-infrastructure component, most notably the 25-R, a cost breakdown for your program in Excel format. Assuming the application is a collaboration between two or more agencies, or an agency and a nonprofit organization, the entity that will NOT be directly receiving ATP funds from CalTrans should be listed as the partner organization.

## I Scoping Your Project: Where are Your Community's Most Pressing Active Transportation Needs?

Whether you picked up this guide looking to strengthen an application already in the works, or whether you're starting from scratch, it's imperative to first do a deep dive into the data about your community, both through online tools and intense partnership with community groups and other agencies. This may mean significantly modifying plans you've already spent quite a lot of time on, but rest assured your application and project will benefit substantially.

While project formulation is somewhat different between a non-infrastructure application and an infrastructure application, the process outlined in the following pages is generally applicable to both. Preparing to apply for a plan is a different endeavor, which we covered previously; while all of the following steps aren't strictly needed for that application, it can help you convey your community's unique and preparedness to plan for them.



We recommend starting this portrait of your community by looking at your safety data. A relatively new suite of tools, the Transportation Injury Mapping System (TIMS) offered by the California Office of Traffic Safety (OTS) at UC Berkeley, available at <https://tims.berkeley.edu/>, is the best means of doing so. TIMS is an interactive tool that uses GIS to map data from the California Statewide Integrated Traffic Records System (SWITRS). TIMS offers four different search and mapping tools useful for identifying the most pressing dangers for cyclists and pedestrians in your community, and scoping improvements to mitigate those dangers:

1. SWITRS Query & Map - to see the big picture.
2. SWITRS GIS Map - to get a more detailed look at a specific area.
3. Safe Routes To School Map Viewer - to identify the collision history in a radius surrounding any given school.
4. ATP Maps & Summary Data - to demonstrate how your proposed ATP project addresses the most pressing safety concerns of your community.

If you already know what you want to apply for in the next ATP cycle, you can probably skip to the last tool to verify that your project corresponds to the corridor(s) most in need of improvement in your community, but it is always helpful to complete the SWITRS Query and GIS maps, as well as the SRTS map if the focus of your project is improving biking and walking access to a school. Screen captures of the tools (using the example of Glendale in 2015) are available in the appendix to this guide. Let's run through them one-by-one.

### 1. SWITRS Query & Map

(<https://tims.berkeley.edu/tools/query/index.php?clear=true>):

This tool is the TIMS "bird's eye" view of your city's collision history. It is essentially a searchable database of all collisions between 2006-2017 (the database will be updated to include future years' data as they become available). The drop-down menus for collision factors, party factors, and victim factors will help you narrow down the list of collisions to focus on active transportation modes. After clicking "show result," you'll get a table of how many collisions occurred in the jurisdiction during the period in question, the percentage of those involving pedestrians and bicyclists, and details on the severity. The "Ped Collision Summary" tab will break down the instances by the type of violation; and finally the heat map tab on the right will allow you see the relative frequency of collisions not only on in a given area, but even within a given block. This can help you identify the areas in your community with the greatest safety risks.

### 2. The SWITRS GIS Map

(<https://tims.berkeley.edu/tools/gismap/>):

This tool queries the same database as #1, but allows you to make maps with collisions plotted and color coded according to severity, type, or whether a motor vehicle was involved. It can be useful in checking if a corridor with the highest number of collisions also experienced the most severe collisions or if another area sees fewer but more deadly crashes. These factors can help you hone in on where to focus your proposed project.

### 3. SRTS Map Viewer

(<https://tims.berkeley.edu/tools/srts/>)

This tool allows you to select a public school in your jurisdiction, and the website will then generate a map of all bicycle and pedestrian collisions within two miles of the selected school. Unlike the previous two tools, which use SWITRS, this mapping tool uses the California Department of Public Schools Database. If you are considering applying for a Safe Routes to School project, this viewer will help you identify which school has the most current safety challenges.

### 4. ATP Maps and Summary Data

(<https://tims.berkeley.edu/tools/atp/>)

Use of this tool is currently required for an infrastructure application (in Part B 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"). It will create a map of your project boundaries and show the collisions that have occurred within those boundaries. It will also create maps that show those project limits within a larger heat map of your community, showing how the project boundaries correspond (or don't) to the most dangerous streets in your jurisdiction. Even if the map does not show a high number of collisions within your project boundaries, you should still be able to justify this particular location if you can adequately demonstrate, for example, that the selected route currently discourages walking or biking so much that there are few users to be involved with collisions in the first place, or that the selected route is more direct or feasible for improvement than a nearby high-collision corridor. The Active Transportation Resource Center produced three videos demonstrating this tool; they are linked in the appendix. You will only want to use this tool once you have narrowed down the location of your proposed project, or to create maps for several potential projects to compare them as you decide which to ultimately apply for.

## II Disadvantaged Communities (DACs): Targeting Your Project Where It Is Most Needed

The next step in assessing your community's needs is to identify which, if any, parts of it are considered disadvantaged according to the State.<sup>4</sup> It is a designation which helps state agencies target investments to those parts of the state most in need. For ATP purposes, there are three metrics applicants can use to demonstrate DAC status:

1. Area Median Household Income (MHI)
2. Eligibility for the Free and Reduced Lunch Program (FRLP) among students in surrounding schools
3. Score on the California Communities Environmental Health Screening Tool (CalEnviroScreen or CES)
4. Score on the Healthy Places Index (HPI)

Additionally, all tribal lands have automatic DAC status. In certain circumstances, applicants can claim DAC status for project areas based on regional DAC definitions adopted by their Regional Transportation Agencies. We do not recommend this option as projects using regional DAC definitions do not qualify for as many points, and this option may be eliminated in future cycles.

We will go through the process of calculating all of these metrics. Before doing that, however, it is important to emphasize how the DAC section of the ATP application relates to the public participation question. Specifically, as we will see later in this guide, the questions regarding public participation are scored to reward the most proactive outreach to those in your jurisdiction who have traditionally been the most overlooked in public expenditures, most unengaged in the political and civic processes, and disproportionately exposed to pollutants and unhealthy conditions and land uses. Thus, we recommend becoming familiar with the data regarding DACs in your jurisdiction both to select a project area, and also to best plan and execute a public participation effort, the elements of which we'll explore later in this guide.

As mentioned in the opening section of this guide, at least 25 percent of ATP funds are mandated by statute to go to projects determined to benefit DACs. In reality, in Cycles 5 and 6, 100% of projects awarded in the statewide component went to such projects.

Only communities that qualify as a DAC are eligible to apply for ATP grants to create plans; this requirement ensures that the most under-resourced communities can establish the foundational plans that will enable them to apply in future cycles for infrastructure projects. DAC status is not a requirement for the other grant categories, but the number of points at stake for DAC status can often determine whether or not a project gets a high enough score to be funded. For example, consider this guide for allocating DAC points in the Medium Infrastructure application:

Points	Median Household Income
1 Point	75% through <80% of MHI \$47,836.60 through \$51,025.59
2 Points	70% through <75% of MHI \$44,646.49 through \$47,835.99
3 Points	65% through <70% of MHI \$41,458.30 through \$44,646.48
4 Points	<65% of MHI Less than \$41,458.30
Points	CalEnviroScreen Criteria
1 Point	20% through 25% most disadvantaged
2 Points	15% through <20% most disadvantaged
3 Points	10% through <15% most disadvantaged
4 Points	<10% most disadvantaged
Points	Free or Reduced Lunches
1 Point	≥75% through 80% of students receive free or reduced lunches
2 Points	>80% through 85% of students receive free or reduced lunches
3 Points	>85% through 90% of students receive free or reduced lunches
4 Points	>90% of students receive free or reduced lunches
Points	Healthy Places Index Score
0 Points	above 25 Percentile
1 Point	through 25 Percentile
2 Points	through <20 Percentile
3 Points	through <15 Percentile
4 Points	<10 Percentile

<sup>4</sup> California first defined disadvantaged communities (DACs) with the passage of SB 535 (De Leon) in 2012



Projects in tribal lands automatically receive 4 points for severity. If the community in your project area does not qualify at all according to any of these metrics, you will not receive any points at all for this section.

Your application must select one of the metrics to use, or a regional (MPO) definition that will only earn one possible severity point. We recommend running the numbers on your community for each of the three metrics in order to determine which would most convincingly convey the need in your community.

1. **Area Median Household Income: Disadvantaged status** for this metric is calculated at the census tract (or block group) level as a percentage of the statewide median income, so the precise income dollar amounts will vary from cycle to cycle. However, the basic threshold for DAC status is that residents of a given tract or block group must have a median income no higher than 80 percent of the statewide median. You must find the data for each census tract in your project area at <http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>. Communities with a population of 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.
2. **Free and Reduced Lunch Program:** If at least 75 percent of the students at the school(s) in your project area qualify for the Free and Reduced Lunch program (regardless of whether they actually use it), the area qualifies as a DAC. You may only use this metric if your project will provide clear benefits to students walking and biking to school (even if that is the case, however, Safe Routes to School projects are allowed to use one of the other metrics if they are more convincing.) The most recent breakdown of this data at any given time is available at <https://www.cde.ca.gov/ds/sd/sd/files.asp>.
3. **CalEnviroScreen:** This website scores how burdened California census tracts are by multiple sources of pollution and certain population characteristics. If you put in an address into the search bar, the website will give you a CalEnviroScreen 3.0 percentile (CES) for that location's census tract. The CES combines the pollution burden percentile and the population characteristics percentile.

In order to qualify as a DAC under this metric for the ATP, your area must have a CES percentile higher than at least 75 percent. This means it experiences burdens more severe than three-quarters of the rest of the state. You can create a map of the tracts in your project area at <https://oehha.maps.arcgis.com/apps/webappviewer/index.html?id=4560cfbce7c745c299b2d0cbb07044f5>.

4. **Healthy Places Index:** this tool developed by the Public Health Alliance of Southern California functions similarly to CalEnviroScreen, but identifies disadvantaged populations according to social determinants of health, weighing a broad range of economic, environmental, educational and health indicators to compute the overall exposure of a census tract's residents to conditions linked to poor health outcomes. A census tract must be within the 25th percentile or less to qualify as disadvantaged community (meaning it is deemed "healthier" than just 25% or fewer of other tracts in the state) (<https://healthyplacesindex.org/>)



## III Public Health

Mapping the sections of your community that are most disadvantaged according to the metrics described above is just the first step in grappling with the challenges your community faces; you must also identify the particular indicators and disparities affecting the DAC(s) you hope will benefit from your proposed project. You'll remember that enhancing public health is one of the stated goals of the ATP. Though the goal may sound vague, the subject is actually scored quite rigorously in the application, specifically in the Statement of Project Need. Nine points are available in that section, and they will only all be rewarded if you demonstrate:

- Destinations and key connectivity the project will achieve.
- How the project will increase walking or biking.
- The lack of mobility if applicable; does the population have limited access to cars, bikes, and transit?
- Does the project have an unserved or underserved demand?
- *Specific local public health concerns, health disparity, and/or conditions in the built and social project community [that] can be addressed through the proposed project. Please provide detailed relevant answers instead of general descriptions on the health benefits of walking and biking (i.e. "walking and biking increase physical activity").*<sup>5</sup>

Clearly, ATP evaluators are looking for proof that you've put more thought into how your project will serve your specific community's health needs rather than making a general assertion that active transportation will boost people's heart rates (though that is a worthy goal!).

We recommend the Healthy Places Index (HPI) at <http://healthyplacesindex.org>, developed by the Public Health Alliance of Southern California. Like CalEnviroScreen, HPI ranks California's census tracts according to a number of indicators that determine healthy conditions. However, rather than focusing strictly on pollutants like CES or just on Median Household Income, HPI aggregates a number

of indicators grouped into themes: economic, education,

5 ATP Cycle 4 Small, Medium and Large Infrastructure Applications, Part B, Question #2

healthcare access, housing, neighborhood conditions, clean environment, social environment, and transportation. Each tract receives a percentile value relative to every other tract in the state. For example, tract 3024.02 in Glendale scores in the 31.5 percentile, meaning that according to HPI's aggregator, the tract exhibits healthier conditions than just 31.5 percent of California's other census tracts, placing it in the third quartile.

The indicators used in HPI and the user-friendliness of its mapping tool make it a terrific means of identifying the particular conditions that your project will help mitigate. Specifically, you can see the percentage of residents or households that own a car, or commute to work or school on foot, by bike or via public transit, and compare those statistics against the rest of the state. Likewise, you can see how the residents of a tract score on the health indicators that traditionally call for increased active living, such as rates of diabetes and obesity. Other indicators that can be useful in shaping your project are: tree canopy, park access, supermarket access, low-income housing cost burden, and enrollment in high school. Low-ranking scores on those indicators might be reason to add greening and shade to your project, extend it to lead to a local park, or incorporate Safe Routes to School elements, as active transportation access has been shown to increase school attendance.<sup>6</sup> HPI also "catches" more indicators in Northern California than the other tools do, since its indicators capture the effects of high costs of living fairly sophisticatedly.

6 For supporting data on the link between active transportation and school attendance, please see the following resources from the National Partnership: <https://www.saferoutespartnership.org/resources/research/active-education>, <https://www.saferoutespartnership.org/resources/research/meaning-livable-streets-schoolchildren>.

## IV Engaging Partner Agencies: Building Your Team and Increasing Your Stakeholders

After getting preliminary figures from the DAC tools, and having incorporated your findings from TIMS and HPI into your planning, it is time to start reaching out to other agencies and the communities who will be affected by your project. Other agencies and nonprofits can help shape the project, assist with public outreach, and write key support letters for your application. But, it's important that these stakeholders be engaged early in the process.

Your local or county public health department, or nonprofit in rural areas, is often the best place to start. Not only will they be able to help you interpret your findings from HPI and other tools, but they often have the deepest connections to community groups among government agencies. A typical County Health Services agency's services (which include the state-funded Child Health and Disability Prevention, Adolescent Family Life Program/Cal Learn, and Refugee Health Program) bring that agency into regular contact with other community groups in disadvantaged areas. These are important potential points of public engagement that you should reach out to early on in the planning process for your project. Additionally, most county health agencies run physical activity and Safe Routes to School programs<sup>7</sup> and thus may have considerable on-the-ground knowledge of the barriers (both infrastructural and societal) to walking and bicycling in the region.

Staffing responsibility for active living programs varies at each Health Services agency; if you do not already work regularly with the agency in your county, using the general information line should put you in touch with the right person quickly. You should use this initial contact to make clear that you're looking not only for guidance on the DAC indicators and a letter of support for the application, but also to enlist the agency's input in the scoping process, facilitate connections with community groups, and maintain continued involvement even once the plan has been funded and implemented, particularly through encouragement programs. The ATP scoring rubrics instruct evaluators to reward projects that plan for sustained involvement with public health organizations; having such a collaboration in place will not only improve your application's prospects, but will ensure its success and use once it's completed.

<sup>7</sup> For examples, see Healthy Shasta: <https://healthyshasta.org/school/safe-routes-to-school/>



You should also make contact with your Metropolitan Planning Organization (MPO) or Regional Transportation Agency, to verify that your project is consistent with the current Regional Transportation Plan (the infrastructure applications require you to submit pages from your local RTP to prove this) and to get their input on how they can help complete the application, coordinate any Right-of-Way transfers that need to occur, write support letters, and suggest any projects they have in development which you can cite as connecting to your own. Depending on the destinations your project connects to, also reach out to your local (or county) parks or economic development departments, school districts, or other relevant agencies.

## V Public Participation

A successful ATP application, not to mention a successful project, will always be based on meaningful engagement with the community the project is designed for and claims to benefit. As mentioned before, ATP evaluators will be looking to see that you have shaped your proposal with the involvement of those in your community most in need of improvements to their built environment, and have maximized the opportunities for those disadvantaged residents to participate and make their voices heard. In other words, you must do public engagement before you decide what project to implement and how it will be designed.

In the Cycle 6 Medium Infrastructure application, for example, the quality and comprehensiveness of your public participation efforts count for as much as 10 points, with six points at stake in part A and four available in Part B. Since getting public participation right is so critical, we have quoted in full below both questions, as well as the guidance given to ATP evaluators on what kind of response merits receiving a perfect score:

A. Describe the community based public participation process that culminated in the project. *What is/was the process of defining designs to prepare for future needs of users of this project?* How did the applicant analyze the alternatives and impacts on the transportation system to influence beneficial outcomes? *Describe who was/will be engaged in the identification and development of this project.* Describe how stakeholders will continue to be engaged in the implementation of the project. If applicable, describe the feedback received during the stakeholder engagement process.

CTC Guidance for the maximum 6 points: The applicant clearly and convincingly demonstrates that the project scope was developed through a comprehensive technical planning process (appropriate for the complexity and magnitude of the project) and the planning process *considered the existing and future needs of the project users and transportation system and the planning process was effectively integrated into the public participation process.*

B. How did the applicant analyze the range of alternatives and impacts on the transportation system to influence beneficial outcomes?

Points will be awarded based on the extent that the relevant stakeholders were engaged in the development of the project and *the level of community outreach and meeting/event accessibility.*

The level of expected public outreach and participation for a project is directly connected to the magnitude and complexity of the proposed project and the community characteristics being served and/or impacted by the project.

CTC Guidance for the maximum 4 points: The applicant clearly and convincingly demonstrates that the project scope was developed through a comprehensive public participation process which included appropriate levels of public and governmental stakeholders, and the *meetings and events were fully accessible and effectively engaged all project stakeholders.*

Note the emphasis on accessibility and the extent to which you can demonstrate that the design and scope of your plan were created to reflect the concerns and expressed desires of stakeholders (the italics are our own). Put simply, evaluators will be looking for the opposite of the all-too-common approach of designing a complete project in-house and only then holding one or two public meetings during hours at which disadvantaged residents are likely to have work or family responsibilities, with minimal advance notice, no accommodations for non-English speakers, and no childcare or other accommodations for working parents, and after which few if any changes are made to the project, regardless of what is expressed by the public.

To avoid such an outcome, we advise reaching out directly to community groups in the area and partnering with them to organize the meeting. As mentioned above, if you are not fully confident that you have a deep enough relationship with community groups to approach them with this request, solicit the help of Health Services and other agencies with extensive on-the-ground networks. Some groups to consider approaching: religious institutions, YMCAs and YWCAs, PTAs, neighborhood councils, day worker centers, or any

groups tied to a location affected by your proposed project (i.e., Friends of a local park). When you have made contact with the organizations (formal or informal) that can best connect you to traditionally unengaged residents, explain what the ATP is and what kind of input you are seeking, and get their recommendations for how to most meaningfully present those questions and ideas to their constituents. What kind of event and location would the community most be interested in? Would a town-hall like meeting with posters and charrettes be relevant? Perhaps starting with a walk or bike audit<sup>8</sup> along the proposed route would be the best way for residents to point out the challenges as they see it with existing conditions, and what improvements they would like to see.

It is important to view these initial meetings not as the time to seek approval for your project, but rather as a means of hearing what residents see as problems and what they want to see improved, and testing whether you're on the right track. Chances are that if you've already evaluated the safety and health data as described above, the community is likely to respond positively to the prospect of improving the corridor(s) you've identified, but you should be prepared to hear preferred treatments that differ from what you first

<sup>8</sup> See our guide to organizing a walk audit at <https://www.saferoutespartnership.org/resources/fact-sheet/safe-routes-parks-walk-audit-toolkit>

had in mind, or requests to modify or broaden the location you are considering to take into account travel patterns and destinations that mapping tools missed.

Make sure that you defer to community-based organizations (CBOs) on the ground about the best time and day to hold such an event, and make every effort to provide the accommodations your partners recommend, whether it is some sort of childcare, translation, or just food. The lack of such accommodations are often a bigger barrier to participation than is appreciated, and expending some resources now for the sake of thorough engagement will strengthen your application in the long run.

Be sure to keep all documentation of your engagement efforts: surveys collected, walk audit forms completed, photos of charrettes or posters with markups and post-its from participants, as well as any announcements, printed or digital, about the event. You will be asked to upload them to the application. Make sure, too, that you can effectively explain in your application how the input you received factored into selecting the project you are applying for.

For more comprehensive guides to executing a public participation effort, and compelling analyses of the goals and outcomes of a well-designed public engagement program, please see the appendix to this guide on page 23.



## VI Virtual Engagement

The first edition of this guide was written in 2018, before the COVID-19 pandemic, and thus before the explosion of virtual workshops over the course of 2020. When the second edition of this guide is published in Spring 2022, coinciding with the call for applications for ATP Cycle 6, many restrictions on in-person gatherings remain in place, and schools and government agencies in particular are still mostly refraining from holding non-essential community meetings in person. Virtual engagement, then, which practitioners had to learn as they went along for most of 2020 and 2021, is here to stay, and you should anticipate that it will be an integral part of the public engagement for ATP applications for the foreseeable future.

The Safe Routes Partnership has produced several resources to help agencies conduct online engagement as equitably and holistically as possible. We'd point you in particular to the webinar *Community Engagement for Safe Routes to School Virtual Training*. Even innovative formats such as Place It!'s interactive model-building workshops can be adapted to virtual formats, as our webinar with that organization in 2021 demonstrated. Think creatively about using breakout rooms to simulate work stations, or virtual annotation features to function like sticky notes in a charette to mark up proposed designs.

We also strongly recommend using Street Story, a web-based tool from UC Berkeley SafeTrec that allows users to map and describe collisions and near misses, which can then be compiled in visual reports. Users can also write in their summaries what changes to the roadway they believe could prevent further incidents. Street Story is especially useful for answering Question 3 of the ATP application, pertaining to collision history, (as described later in this guide) when the data gathered from Highway Patrol and local agency databases may not capture the full range of incidents and dangerous behaviors in your community.

In order to be genuinely useful for your application, however, you'll have to organize widespread use of Street Story among your stakeholders, to ensure that there are enough data points to paint a compelling picture of community need, and to demonstrate the need for your proposed safety improvements. That can be done by setting up laptops at a workshop, or by focusing a virtual workshop on explaining the tool and having participants take turns sharing their screens while they plot the incidents they've witnessed or experienced on the map.

### Public engagement specifically for Non-Infrastructure Components

If you're applying for a combined infrastructure/non-infrastructure application, make sure you talk to parents and students about the education and encouragement programs you have planned, and solicit their thoughts on which activities they would find most engaging. In addition to staff-heavy activities such as bike rodeos and bike maintenance classes, you should plan to help set up community-led activities such as walking school buses and student-parent safety patrols. Pointing to those types of programs will strengthen the question in the Public Participation section concerning how the community will continue to be engaged after the project is implemented. Further, try to solicit parent volunteers during the application process, and document those commitments to demonstrate community support for the proposed project. For example, one of the agencies to which we provided technical assistance in Cycle 5 (2020) spoke to parents during a virtual Back to School meeting, and asked for a show of hands from parents on who would be willing to help get a walking school bus off the ground. 19 did - the applicant took a screenshot of all of them, and attached the photo to the Public Participation documentation.

## VII Nailing Down the Details for Your Infrastructure Project

For all three sizes of infrastructure applications, Part A of the application focuses what you propose to build, the materials you'll use to do it, how long it will take to design and implement, and what each component will cost. As you might imagine, these are the most technical aspects of the application, and the easiest to make mistakes on. Those mistakes can disqualify the application before it is even scored; likewise, if the project is funded but the project schedule proves to be unrealistic during implementation, the CTC could theoretically revoke the funds allocated to your project.

Because of how critical it is to get these sections right, we strongly recommend hiring an engineering consulting firm for this part if you do not have qualified staff in place to do it. It is possible that your county public works department, MPO, or regional transportation agency may be able to help or refer you to a firm. For example, in Cycle 4, one of our technical assistance clients, a small community of around 15,000, was able to utilize a pre-existing contract its regional agency had with a specialized active transportation planning firm to have that firm prepare renderings and cost estimates for the proposed ATP project.

We understand that the expense of hiring such a consultant can be a deterrent, especially considering the chance that your application will be unsuccessful. We know that many readers of this guide represent communities who will struggle to find the funds for such a contract in their budgets. Thus, we reiterate our suggestion to instead apply for a plan if your community does not already have one; it will be much less resource-intensive, and having a newly-created plan on hand will make subsequent infrastructure applications derived from that plan more competitive.

With that stated, and with the emphasis that engineering is not a core competency of the Safe Routes Partnership, here are some basic tips for approaching the items in Part A.

### *Determining the Right of Way*

Right of Way (ROW) is one of the factors that can quickly balloon the cost of your project, as you may need to secure easements or make acquisitions to build your project. Parcel lines are generally publicly available and can be consulted on sites such as <https://www.acrevalue.com/plat-map/>. This step you can generally do on your own so that you can have

a sense of whether the likely cost of a project corresponds to how much benefit you anticipate. You should compare the existing and proposed cross-section of your proposed project to determine if you need purchase additional ROW or change curb locations. If your project crosses facilities such as freeways, railways, waterways, etc., you will need to coordinate and partner with the appropriate jurisdiction to get their permission and a support letter for your ATP application.

### *Project Schedule and Cost*

You will need to break down the costs of your project into the following stages:

- Project Approval and Environmental Documentation
- Plans, Specification and Estimates
- Right of Way (acquisitions)
- Construction

You can get a general sense of how much you should expect these stages to cost with the Alameda County Transportation Commission Active Transportation Plan (ATP) Network Cost Estimating Tool. It is available from the Alameda CTC website (<https://www.alamedactc.org/files/managed/Document/17351/CostEstimatingTool.zip>) in a zip file, which includes both the tool itself (an Excel document) and a user guide. The tool dates to 2015, so it is relatively recent, but the assumptions may not be accurate in other parts of the state.



To actually complete your ATP application, you will either need an engineer or planner (either in house or at a regional agency) who can produce a more specific cost estimate for each of those stages. If these options are not available, you can hire an outside consultant who can validate these assumptions (on the engineer's checklist). If you need to hire an outside consultant, here are some very general budgets for engaging a consultant along with ideas of what the firm could provide within that budget:

- **Low Cost (\$8,000-\$12,000)**—The firm would create maps for gaps, key destinations, disadvantaged communities, etc. but not a concept design. Your community will provide the bike/ped counts. The firm will not help with a public outreach event at this budget. This kind of contract would probably be best for a project that derives directly from a recent Plan, in which much of the groundwork for public participation has already been completed.

- **Medium Cost (\$15,000-\$30,000)**—The firm would produce a simple concept design for an example segment of the corridor, perform bike/ped counts, conduct a specific pop-up outreach event in the project vicinity to get direct feedback on the project, and make all maps.
- **High Cost (\$30,000-\$50,000)**—Consultant would provide a detailed design for an entire corridor, perform counts, conduct multiple outreach events to get direct feedback, and produce all maps/graphics/renderings, etc.

## 6 Conclusion

We hope this guide has been useful to you as you consider applying to the ATP. Even at 20 pages, we think this guide is as straightforward and approachable as the ATP can be. Despite the substantial investment of resources required to make a great application, the potential benefit to disadvantaged communities is considerable, and as we've made clear, worth the commitment of time and funds, and risk of being unsuccessful.

If, having completed this guide, you're interested in applying to the ATP, but think you'll need more assistance than what is written here, we have listed more resources in the appendix, and contacts at agencies and firms that can provide assistance on specific parts of the application. We also encourage you to apply for our Technical Assistance program, coordinated by our California Senior Policy Manager, which will work with you through each step of the process. Look for an announcement about the opportunity starting around 18 months before the deadline for each cycle. To make sure you get this announcement, sign up for the Safe Routes Partnership's California e-news at <https://www.saferoutespartnership.org/resources/enews>; make sure to check the box for the CA State Network subscription list.

We wish you and your community the best of luck as you pursue a grant from the Active Transportation Program. Please do not hesitate to provide feedback to us on this guide at [california@saferoutespartnership.org](mailto:california@saferoutespartnership.org).







# Active Transportation Program Resources Appendix

## General ATP Resources

- Caltrans ATP Page: <http://www.dot.ca.gov/hq/LocalPrograms/atp/>
- CTC ATP Page: <http://www.catc.ca.gov/programs/atp/>
- Local Government Commission: Support for Smaller Agencies and Disadvantaged Communities: Developing Effective Active Transportation Projects and Programs: <https://www.lgc.org/atp-support/resources/>

## Technical Assistance Help

- Safe Routes Partnership: Please contact [california@saferoutespartnership.org](mailto:california@saferoutespartnership.org) for information about the next Technical Assistance opportunity or to participate in our Active Transportation Networks in Southern California, the Bay Area, and Central Valley which provide workshops and help before an ATP cycle.
- Active Transportation Resource Center: <http://caatpresources.org/index.cfm?pid=1285>

## Our ATP Webinars:

### Cycle 5:

- California's Active Transportation Program: Getting Started: <https://www.saferoutespartnership.org/resources/webinar/californias-atp-getting-started>
- California ATP: Writing a Compelling Statement of Need: <https://www.saferoutespartnership.org/resources/webinar/ca-atp-statement-need>
- CA ATP: Changes in the ATP Guidelines, Applications and Scoring in Cycle 5: <https://www.saferoutespartnership.org/resources/webinar/ca-atp-3>

### Cycle 6:

- Applying for a plan: <https://www.saferoutespartnership.org/resources/webinar/atp-webinar-series-1>
- ATP Cycle 6 Webinar # 2: Ensuring the Sustainability of your Non-Infrastructure Program: <https://www.saferoutespartnership.org/resources/webinar/atp-cycle-6-webinar-2>

## Guides to Sections of the ATP Application

Active Transportation Resource Center guides to the Transportation Injury Mapping System:

1. Transportation Injury Mapping System for ATP Part 1: <http://bit.ly/ATRCTIMS1>
2. ATP Tool Examples for Infrastructure Applications: <http://bit.ly/ATRCTIMS2>
3. ATP Tool for Non-Infrastructure Applications: <http://bit.ly/ATRCTIMS3>

*(Continued on next page)*



# Active Transportation Program Resources Appendix

Screen captures from TIMS (as mentioned in the section Scoping Your Project: Where are Your Community's Most Pressing Active Transportation Needs?) are available here: <http://bit.ly/TIMScaptures>

Active Transportation Resource Center guide to obtaining a Caltrans Local Assistance Master Agreement: <http://bit.ly/ATRCMasterAgreements>

Healthy Places Index Launch webinar: <https://healthyplacesindex.org/launch-webinar/>

Sample 22-R for non infrastructure applications from County of Sonoma Department of Health Services: [https://www.saferoutespartnership.org/sites/default/files/bellevue\\_elementary\\_22r-working-plan\\_final.xlsx](https://www.saferoutespartnership.org/sites/default/files/bellevue_elementary_22r-working-plan_final.xlsx)

## Projecting Increases in Walking and Biking, and Other Benefits

- Pedestrian and Bicycle Information Center Cost-Benefit Analysis of Bicycle Facilities: <http://pedbikeinfo.org/bikecost/step1.cfm>
- Caltrans Active Transportation Benefit/Cost Calculator: [http://www.dot.ca.gov/hq/tpp/offices/eab/benefit\\_cost/files/Cal-BC62AT.xlsm](http://www.dot.ca.gov/hq/tpp/offices/eab/benefit_cost/files/Cal-BC62AT.xlsm) (User Guide: [http://www.caltrans.ca.gov/hq/tpp/offices/eab/benefit\\_cost/files/Cal-BCActiveTransportationUserGuidev15.pdf](http://www.caltrans.ca.gov/hq/tpp/offices/eab/benefit_cost/files/Cal-BCActiveTransportationUserGuidev15.pdf))

## Public Participation

The National Coalition for Dialogue & Deliberation: Core Principals for Public Engagement: The National Coalition for Dialogue & Deliberation: <http://ncdd.org/rc/wp-content/uploads/2010/08/PEPfinal-expanded.pdf>

## Sample Surveys for the Plans and Non-infrastructure Applications

- Parent Survey - English: [https://www.saferoutespartnership.org/sites/default/files/parent\\_survey\\_english.pdf](https://www.saferoutespartnership.org/sites/default/files/parent_survey_english.pdf)
- Riverbank Active Transportation Survey: [https://www.saferoutespartnership.org/sites/default/files/riverbank\\_active\\_transportation\\_survey.pdf](https://www.saferoutespartnership.org/sites/default/files/riverbank_active_transportation_survey.pdf)
- Sample School Survey: [https://www.saferoutespartnership.org/sites/default/files/sample\\_school\\_survey.pdf](https://www.saferoutespartnership.org/sites/default/files/sample_school_survey.pdf)
- Sample Survey to Make a Plan: [https://www.saferoutespartnership.org/sites/default/files/sample\\_survey\\_to\\_make\\_a\\_plan.pdf](https://www.saferoutespartnership.org/sites/default/files/sample_survey_to_make_a_plan.pdf)