

# 2017 Active Transportation Program Scoring Rubrics

The California Transportation Commission (CTC) has prepared these Scoring Rubrics in coordination with Caltrans to provide additional guidance on the evaluation process. This document is principally intended as a guide for the evaluators when scoring the 2017 ATP applications. Applicants may also find this a useful resource when developing applications. This document, however, is not intended as the definitive formula for how applications will be scored. Evaluators may take other factors into consideration when scoring applications, such as the overall application quality, project context and project deliverability.

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## **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.

### **Special Instructions & Expectations for Evaluators:**

*If the applicant checked the box for “This project does not qualify as a Disadvantaged Community” the evaluator will not evaluate sub-questions C, D and E. The score for Question #1 will be zero “0” if the box is checked.*

### **A. Map of Project Boundaries, Access and Destination (0 points): Required**

Provide a scaled map showing the boundaries of the proposed project/program/plan, the geographic boundaries of the disadvantaged community, and disadvantaged community access point(s) and destinations that the project/program/plan 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 # 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

### **Special Instructions & Expectations for Evaluators:**

*Sub-questions A & B do not receive any points.*

- *If the applicant does not check the box “This project does not qualify as a Disadvantaged Community” they are required to provide the required project map(s) and provide the DAC information as required in both A & B.*
- *The evaluator should verify that the required information in both A & B is provided and complete. If the evaluator determines the information is incomplete, inconsistent, or has been manipulated to maximize the DAC criteria they should note this in their evaluation comments and score Question 1 accordingly.*

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

1. Explain how the project/program/plan closes a gap, provides connections to, or addresses a deficiency in an active transportation network or meets an important community need.
2. Explain how the disadvantaged community residents will have physical access to the project/program/plan.
3. Illustrate how the project was requested or supported by the disadvantaged community residents.

Points	Applicant's ability to demonstrate the project will result in a direct benefit to the Disadvantaged Community.
4 Points	<p>The application <b><u>clearly and convincingly</u></b>:</p> <ul style="list-style-type: none"> <li>Explains how the project/program/plan closes a gap, provides connections to, or addresses a deficiency in an active transportation network or meets an important community need, <b><u>AND</u></b></li> <li>Explains how the disadvantaged community residents will have physical access to the project/program/plan. <b><u>AND</u></b></li> <li>Illustrates <b><u>and documents</u></b> how the project was requested or supported by the disadvantaged community residents.</li> </ul>
3 Points	<p>The application <b><u>convincingly</u></b>:</p> <ul style="list-style-type: none"> <li>Explains how the project/program/plan closes a gap, provides connections to, or addresses a deficiency in an active transportation network or meets an important community need, <b><u>AND</u></b></li> <li>Explains how the disadvantaged community residents will have physical access to the project/program/plan. <b><u>AND</u></b></li> <li>Illustrates how the project was requested or supported by the disadvantaged community residents.</li> </ul>
2 Points	<p>The application <b><u>somewhat</u></b>:</p> <ul style="list-style-type: none"> <li>Explains how the project/program/plan closes a gap, provides connections to, or addresses a deficiency in an active transportation network or meets an important community need, <b><u>AND</u></b></li> <li>Explains how the disadvantaged community residents will have physical access to the project/program/plan. <b><u>AND</u></b></li> <li>Illustrates how the project was requested or supported by the disadvantaged community residents.</li> </ul>
1 Points	<p>The application <b><u>minimally</u></b>:</p> <ul style="list-style-type: none"> <li>Explains how the project/program/plan closes a gap, provides connections to, or addresses a deficiency in an active transportation network or meets an important community need, <b><u>AND</u></b></li> <li>Explains how the disadvantaged community residents will have physical access to the project/program/plan. <b><u>AND</u></b></li> <li>Illustrates how the project was requested or supported by the disadvantaged community residents.</li> </ul>
0 Points	Evaluators can award a score of zero if they believe the application does not adequately make a convincing argument that the project will directly benefit a disadvantaged community.

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## **Special Instructions & Expectations for Evaluators:**

When evaluating “Explain how the project/program/plan closes a gap, provides connections to, or addresses a deficiency in an active transportation network or meets an important community need,” the evaluator should consider:

- If the project will provide reasonable improvements to close missing gaps; increases needed routes or connections, or addresses the poor conditions of an existing route.
- If developing a new route/connection will the project result in a convenient and logical route that residents will want to use because it offers improved access to destinations the community commonly utilizes.
- If the project will address the lack of or need for active transportation planning, and/or community concerns about the lack of pedestrian or bicycle safety education in their community.
- If the project will address an identified “need” that was identified by the local community and is supported by backup documentation/attachments.

When evaluating “Explain how the disadvantaged community residents will have physical access to the project/program/plan,” the evaluator should consider:

- If the improvements will be physically convenient for the community to access or use.
- If the improvements will provide a logical route that residents will use or want to use because it offers safe and convenient access.
- If the plan or program will be conducted within the local DAC community, and the DAC residents will be specifically targeted to participate in the process.

When evaluating “Illustrate how the project was requested or supported by the disadvantaged community residents,” the evaluator should consider:

- If the local DAC community actively involved in the project development;
- If the DAC community had the opportunity to provide their input into the community needs and support this project,
- If this project was presented to the DAC community in a local forum so that they could provide input or support? Or, was the project simply voted upon in a general agency meeting without really reaching out to the community to learn their needs and wants.

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

Is your project located within a disadvantaged community?

Points	Applicant’s ability to demonstrate the project is located within a DAC.
2 Points	Project location(s) are/is <u>fully</u> (100%) located within a DAC.
1 Point	Project location(s) are/is <u>partially</u> (less than 100%) within a DAC.
0 Points	None of the project location(s) are/is within a DAC.

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## **Special Instructions & Expectations for Evaluators:**

Evaluators should review the project location maps that are required with the application to determine the accuracy of the applicant's response to the project location question.

- If the applicant failed to provide project location maps that clearly define and show all of the proposed projects locations, and the corresponding census tract/block/place data that verifies the DAC community location status, the evaluator should not give full points for this sub-question and should use their best judgment to choose the least score they feel best represents the information given.

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

<b>Points</b>	<b>Median Household Income (MHI) Criteria – MHI = \$61,489</b>
1 Point	75% through <80% of MHI
2 Points	70% through <75% of MHI
3 Points	65% through <70% of MHI
4 Points	< 65% of MHI
<b>Points</b>	<b>CalEnviroScreen Criteria</b>
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
<b>Points</b>	<b>Free or Reduced Lunches</b>
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

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Points	Other DAC Criterion
Use MHI Criteria Severity Scoring Above	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.
<b>TBD</b>	Regional definitions of disadvantaged communities as adopted in a Regional Transportation Plan (RTP) by an MPO or RTPA per obligations with Title VI of the Federal Civil Rights Act of 1964, such as "environmental justice communities" or "communities of concern," may be used in lieu of the options identified above.
4 Points	Projects located within Federally Recognized Tribal Lands (typically within the boundaries of a Reservation or Rancheria).

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**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 NONMOTORIZED USERS. (0-35 POINTS)**

**A. Describe the specific active transportation need that the proposed project/plan/program will address. (0-15 points)**

**Breakdown of points:**

- “Need” must be considered in the context of the “Potential for increased walking and bicycling”
- “Need” must be considered in the context of one or more of the following:
  - adequacy of the existing “walking and bicycling routes”,
  - “Improving Connectivity” (Improvement in connectivity is defined as decreased travel time and/or increased route options), or
  - “Improving Mobility” (mobility is access to everyday needs and services)
- To receive the maximum points, applicants must demonstrate all of the above aspects of “need”.

Points	Applicant’s ability to demonstrate a specific active transportation need.
10-13 Points	The application <b><u>clearly and convincingly demonstrates “need” in the project area</u></b> , and documents: <ul style="list-style-type: none"> <li>• the lack of adequate walking and bicycling routes,</li> <li>• the lack of connectivity,</li> <li><b><u>AND</u></b></li> <li>• the lack of mobility for non-motorized users,</li> <li><b><u>AND/OR</u></b></li> <li>• For NI projects/components- education, encouragement and/or enforcement</li> </ul>
7-9 Points	The application <b><u>convincingly demonstrates “need” in the project area</u></b> , and documents: (at least 2 of the following) <ul style="list-style-type: none"> <li>• the lack of adequate walking and bicycling routes,</li> <li>• the lack of connectivity,</li> <li>• the lack of mobility for non-motorized users</li> <li><b><u>AND/OR</u></b></li> <li>• For NI projects/components- education, encouragement and/or enforcement</li> </ul>
4-6 Points	The application <b><u>somewhat demonstrates “need” in the project area</u></b> , and documents: (at least 1 of the following) <ul style="list-style-type: none"> <li>• the lack of adequate walking and bicycling routes,</li> <li>• the lack of connectivity,</li> <li>• the lack of mobility for non-motorized users</li> <li><b><u>AND/OR</u></b></li> <li>• For NI projects/components- education, encouragement and/or enforcement</li> </ul>
1-3 Points	The application <b><u>minimally demonstrates “need” in the project area</u></b> , and documents: (partially 1 or more of the following) <ul style="list-style-type: none"> <li>• the lack of adequate walking and bicycling routes,</li> <li>• the lack of connectivity,</li> <li>• the lack of mobility for non-motorized users.</li> <li><b><u>AND/OR</u></b></li> <li>• For NI projects/components- education, encouragement and/or enforcement</li> </ul>
0 Points	The application <b><u>does not demonstrate “need” in the project area</u></b>

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PLUS:

Points	Applicant's ability to demonstrate the active transportation needs of STUDENTS.
2 Points	The application demonstrates the active transportation needs of students
0 Points	The application <b>does not</b> demonstrate the active transportation needs of students

## **Special Instructions & Expectations for Evaluators:**

*The following checks and analysis must be done by the evaluator prior to awarding points:*

- *Evaluators are encouraged to review the data provided for reasonableness from the proposed project/plan/program?*
  - *In doing this the evaluator should consult the attached photos, Google Maps, and any other information available to make an informed decision. A project does not need to have, or create large numbers in order to cause great change to a community's active transportation increases, and this can be reflected in the scores given to a project.*
- *Evaluators are to evaluate the level to which the applicant demonstrated the need for improvements in the project area.*

## **B. Describe how the proposed project/plan/program will address the active transportation need: (0-20 points)**

### **Breakdown of points:**

- **"Need"** must be considered in the context of the "Potential for increased walking and bicycling"
- **"will address"** must be considered in the context of one or more of the following "needs":
  - Adequacy of the existing "walking and bicycling routes",
  - "Improving Connectivity" (connectivity means decreased travel time and/or increased route options), or
  - "Improving Mobility" (mobility is access to everyday needs and services)
- To receive the maximum points, applicants must demonstrate all of the above aspects of "need".
- The amount of points an applicant/project receives on this sub-questions is not impacted by the number of categories documented for addressing the active transportation need.
  - Applications only documenting one category has the potential of receiving full points as long as it can fully meet the scoring criteria. It is up to the applicant to demonstrate that additional categories are not appropriate for the project to better or more fully address the need.
  - Applications documenting numerous categories should not automatically receive additional points. It is up to the applicant to demonstrate that the project scope connected to each category is relevant to the non-motorized users' needs in the project limits.



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Points	Applicant's ability to make a case that the project/program/plan will address need for active transportation.
14-18 Points	<p>The application <b><u>clearly and convincingly demonstrates</u></b> that the <b><u>project will best result in meaningful increases</u></b> in the number (and/or percentage for rural/small communities) of walking and bicycling users in the project area by:</p> <ul style="list-style-type: none"> <li>• creating or improving links or connections,</li> <li>• encouraging use of routes to transportation-related and community identified destinations, where <u>an increase in active transportation modes can be realized</u>,</li> <li><b><u>AND</u></b></li> <li>• a school, a very important destination and/or a large number of important destinations are identified, and access to them will be positively impacted by the project.</li> <li><b><u>AND/OR</u></b></li> <li>• For NI projects/components- education, encouragement and/or enforcement</li> </ul>
9-13 Points	<p>The application <b><u>convincingly demonstrates</u></b> that the <b><u>project will likely result in meaningful increases</u></b> in the number (and/or percentage for rural/small communities) of walking and bicycling users in the project area by: (at least 2 of the following)</p> <ul style="list-style-type: none"> <li>• creating or improving links or connections,</li> <li>• encouraging use of routes to transportation-related and community identified destinations, where <u>an increase in active transportation modes can be realized</u>,</li> <li>• a school, a very important destination and/or many important destinations are identified, and access to them will be positively impacted by the project.</li> <li><b><u>AND/OR</u></b></li> <li>• For NI projects/components- education, encouragement and/or enforcement</li> </ul>
5-8 Points	<p>The application <b><u>somewhat demonstrates</u></b> that the <b><u>project will likely result in minor meaningful increases</u></b> in the number (and/or percentage for rural/small communities) of walking and bicycling users in the project area by: (at least 1 of the following)</p> <ul style="list-style-type: none"> <li>• creating or improving links or connections,</li> <li>• encouraging use of routes to transportation-related and community identified destinations, where <u>an increase in active transportation modes can be realized</u>,</li> <li>• a school, a very important destination and/or some important destinations are identified, and access to them will be positively impacted by the project.</li> <li><b><u>AND/OR</u></b></li> <li>• For NI projects/components- education, encouragement and/or enforcement</li> </ul>
1-4 Points	<p>The application <b><u>minimally demonstrates</u></b> that the <b><u>project may result in some minor increases</u></b> in the number (and/or percentage for rural/small communities) of walking and bicycling users by: (partially 1 or more of the following)</p> <ul style="list-style-type: none"> <li>• creating or improving links or connections,</li> <li>• encouraging use of routes to transportation-related and community identified destinations, where <u>an increase in active transportation modes can be realized</u>, <b><u>AND</u></b></li> <li>• a school and/or few destinations are identified, and access to them will be positively impacted by the project.</li> <li><b><u>AND/OR</u></b></li> <li>• For NI projects/components- education, encouragement and/or enforcement</li> </ul>
0 Points	The application did not demonstrate the project would address the need.

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PLUS:

Points	Applicant's ability to make a case that the proposal that will increase the number of active transportation trips accomplished by STUDENTS.
2 Points	The project will increase the proportion of active transportation trips accomplished by students
0 Points	The project <b>will not</b> increase the proportion of active transportation trips accomplished by students

### **Special Instructions & Expectations for Evaluators:**

*A "very important destination", such as access to goods, services and activities that society considers particularly important i.e. a hospital, a grocery store, a transit station, or an employment center (where the community can reasonably expect to find employment). The applicant may be able to make a case for other very important destinations, with adequate documentation.*

***The following checks and analysis must be done by the evaluator prior to awarding points:***

- *Evaluators are to evaluate if the proposed improvements are the best solution to address the need described in sub-question A.*
- *Evaluators are to evaluate if the destinations shown in the application, are reasonably accessible by non-motorized users.*
- *Evaluators are to determine if an increase in active transportation modes can be realized by the project.*

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**QUESTION #3: POTENTIAL FOR REDUCING THE NUMBER AND/OR RATE OR THE RISK OF PEDESTRIAN AND BICYCLIST FATALITIES AND INJURIES, INCLUDING THE IDENTIFICATION OF SAFETY HAZARDS FOR PEDESTRIANS AND BICYCLISTS. (0-25 POINTS)**

- A. Describe the plan/program influence area or project location's history of collisions resulting in fatalities and injuries to non-motorized users and the source(s) of data used (e.g. collision reports, community observation, surveys, audits). (10 points max)

**General Guidance on the safety "Influence Area" for a project:**

- Where "Project" is used describe Plan, Infrastructure, and/or Non-Infrastructure projects
- The project's "**Influence area**" needs to be established by the applicant. The following are some general criteria to guide applicants in determining appropriate "influence-area" for each of their proposed safety improvements/countermeasures (As defined in the Caltrans Highway Safety Improvement Program application Instructions). Before applying these general criteria, it is the applicant's responsibility to ensure that they are reasonable for their particular application.
  - a) New Traffic Signals: All crashes within 250 feet of the new signal.
  - b) For intersection or mid-block crossing improvements, collisions that occurred within 250 feet of the intersection/mid-block crossing in all directions affected by the improvement may be used. If the distance to the nearest intersection is less than 500 feet, only those collisions that occurred from mid-point may be used.
  - c) Longitudinal Improvements (bike lanes, sidewalks, road diets, etc): All crashes potentially effected by and within the limits of the improvement.
  - d) If the improvements represent a new route and there is no past crash and safety data available within the limits of the proposed improvements, the applicant should consider the potential for the project to eliminate or reduce existing conflict points on parallel routes. A portion of the crash data from parallel routes can be included where the new facility/route can be reasonably expected to reduce the likelihood of past crashes from reoccurring. The overall applicant data provided in the Narrative Questions and various attachments must support the use of parallel crash data.
  - e) The influence-area may be extended beyond the physical improvements and/or the limits above if standard traffic engineering principles, as documented in Caltrans, American Association of State Highway and Transportation Officials (AASHTO) or FHWA publications, suggest it would be appropriate to do so. When the influence-area of the project is not obvious and judgment has been used in identifying the influence-area, it is the applicant's responsibility to provide additional documentation showing the reasonableness of the judgment.

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## 6 points: Based on the actual history of “reported” Crash Data

### Breakdown of points:

- Only verified crashes are to be included when applying points for this sub-question.
- A single crash with multiple injuries or fatalities must only be counted as 1 injury/fatality crash.
- The scoring table below takes into account the difference in project cost in relation to number of accidents.
  - The expectation is that higher-cost projects will address higher accident numbers.
- This question allows the applicant to provide “**crash rates**” in addition to the crash data, in small/rural areas in order to account for the fact that non-motorized users in many small/rural communities have higher “exposure risk” than more populated urban communities, (*Crash Rate must be in terms of Crashes/Total Population of the Community.*)
  - **If** crash rate information is provided and it demonstrates a compelling argument that the non-motorized users in the project area face a disproportionately high “exposure risk” compared to typical populations across California:
    - **Then the “Size of Project” column to the left of the project’s actual cost category will be used to determine the score (except for \$500K or less).**
- Given that fatalities are considered to have considerably higher costs/impacts on communities and victims, **each fatality-crash will be counted as 3 crashes in the following table.**

Points	Size of Project (in terms of Total Project Cost through Construction)			
	\$500k or less	\$501k to \$1M	\$1M to \$5M	\$5M or more
Number of Crashes				
6 Points	6+	9+	14+	18+
5 Points	5	8	12-13	16-17
4 Points	4	7	10-11	14-15
3 Points	3	6	9	12-13
2 Points	2	4-5	6-8	8-11
1 Points	1	1-3	2-5	3-7
0 Points	0	0	0-1	0-2

### Special Instructions & Expectations for Evaluators:

The following “Minimum Requirements” must be met for the application to receive any of these points:

- Applicant must provide a scaled map showing the crashes being counted are within the influence area of the proposed improvements that have the potential to reduce future crashes.
- Applicant must provide a listing of the crashes.
  - The listing must demonstrate the crashes are from official crash reports and represent the most recent 5 years of available crash data. (Note: SWITRS and TIMS crash data is typically 1.5 to 2.5 years old before it is loaded into the crash database).
  - Old data, and more than 5 years of data must be excluded.
- Evaluators must be able to verify that the crashes on the listing are the same as the crashes on the map AND the totals must match the crashes entered into the table.

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***The following checks and analysis must be done by the evaluators prior to awarding points:***

- Evaluators are to verify the following:
  - Crashes are from official crash reports. The full crash reports do not have to be included, but their report number and agency must be identifiable.
  - Only pedestrian and bicycle crashes are included.
    - All crashes that do not include a non-motorized user as one of the primary victims must be excluded.
  - The number of crashes entered into the table is directly supported by both the map and the listing.
    - Any crash that the evaluator cannot reasonably verify in both the map and listing should not be counted.
    - Example: If the table shows 3 fatalities and the map shows 3 fatalities, but the listing only shows 2 fatalities, then the evaluator should only consider the project limits to have 2 fatalities.
    - If the applications includes more than 5 years of crash data, the evaluator should only consider the most recent 5 years of data.
- Evaluators need to consider whether the proposed project improvements have the potential to reduce future crashes. If the evaluators don't feel the project improvements have the potential to reduce the future crashes, then they should not consider the crashes.
- Evaluators should consider additional point reductions for this question if the applicant included significant amounts of motorized-only crashes, more than 5 years of crash data, crash data that cannot be verified by the map and report-listing, AND/OR crash data that does not reasonably tie to the influence area of the proposed "safety" improvements. (This supports the following statement in the CTC Guidelines intended to encourage applicants to include accurate information: "A project applicant found to have purposefully misrepresented information that could affect a project's score may result in the applicant being excluded from the program for the current cycle and the next cycle.")

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**4 points:** Based on applicant's ability to make a compelling case that the location's history of Crash Data (Or Safety Data for projects without documented crash data) directly supports/demonstrates the "need" for "safety" improvements within the project limits.

Points	Applicant's ability to demonstrate the location's history of Crash/Safety data directly supports/demonstrates the "need" for "safety" improvements.
4 Points	<p>The application <b><u>clearly and convincingly shows:</u></b></p> <ul style="list-style-type: none"> <li>• how the past crash/safety data is within the expected influence area of the proposed project,</li> <li>• that the past crash/safety data was analyzed by the applicant to identify the specific crash-type trends that will likely occur in the future if no action is taken, <b><u>AND</u></b></li> <li>• there are significant safety threats to pedestrians and/or bicycles that can be mitigated by ATP eligible improvements.</li> </ul>
3 Points	<p>The application <b><u>convincingly shows:</u></b></p> <ul style="list-style-type: none"> <li>• how the past crash/safety data is within the expected influence area of the proposed project,</li> <li>• that the past crash/safety data was analyzed by the applicant to identify the specific crash-type trends that will likely occur in the future if no action is taken, <b><u>AND</u></b></li> <li>• there are significant safety threats to pedestrians and/or bicycles that can be mitigated by ATP eligible improvements.</li> </ul>
2 Points	<p>The application <b><u>somewhat shows:</u></b></p> <ul style="list-style-type: none"> <li>• how the past crash/safety data is within the expected influence area of the proposed project,</li> <li>• that the past crash/safety data was analyzed by the applicant to identify the specific crash-type trends that will likely occur in the future if no action is taken, <b><u>AND</u></b></li> <li>• there are significant safety threats to pedestrians and/or bicycles that can be mitigated by ATP eligible improvements.</li> </ul>
1 Points	<p>The application <b><u>minimally shows:</u></b></p> <ul style="list-style-type: none"> <li>• how the past crash/safety data is within the expected influence area of the proposed project,</li> <li>• that the past crash/safety data was analyzed by the applicant to identify the specific crash-type trends that will likely occur in the future if no action is taken, <b><u>AND</u></b></li> <li>• there are significant safety threats to pedestrians and/or bicycles that can be mitigated by ATP eligible improvements.</li> </ul>
0 Points	Evaluators can award a score of zero if they believe that the application does not adequately prove the safety need of the proposed project.

### **Special Instructions & Expectations for Evaluators:**

*The following checks and analysis must be done by the evaluator prior to awarding points:*

- *Evaluators are to verify that the applicant demonstrated that the past crash/safety data is within the expected influence area of the proposed project.*
- *Evaluators are to verify that the applicant demonstrated that they analyzed the past crash/safety data to identify the specific crash-type trends which will likely occur in the future if no action is taken.*
- *Evaluators are to verify that the applicant demonstrated there are significant safety threats to pedestrians and/or bicycles which can be mitigated by ATP eligible improvements.*

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### B. Safety Countermeasures (15 points max)

**Describe how the project/program/plan will remedy (one or more) potential safety hazards that contribute to pedestrian and/or bicyclist injuries or fatalities (only); Countermeasures must directly address the underlying factors that are contributing to the occurrence of pedestrian and/or bicyclist collisions.**

#### Breakdown of points:

- The amount of points an applicant/project receives on this sub-questions is not impacted by the number of “Potential safety hazards” and “Countermeasures” documented in the application.
  - Applications only documenting one “Potential safety hazard” / “Countermeasure” has the potential of receiving full points as long as it can fully meet the scoring criteria and demonstrate that implementing only one countermeasure is appropriate to address the existing hazards.
  - Applications documenting numerous “Potential safety hazards” / “Countermeasures” should not automatically receive additional points. It is up to the applicant to demonstrate that each safety hazard is relevant to the non-motorized users in the project limits and that each countermeasure being funded by the project is necessary to mitigate the potential for future crashes.
  - Projects that appear to include elements/costs with little safe benefits should not receive as many points as projects with highly effective & efficient use of limited funding.

Points	Applicant’s ability to demonstrate the project/program/plan will remedy (one or more) potential safety hazards.
12-15 Points	<b>The applicant clearly and convincingly demonstrates that:</b> <ul style="list-style-type: none"> <li>• there is an <b>urgent need</b> for the countermeasure(s) proposed – based on past crash/safety data trends,</li> <li>• the proposed countermeasure(s) have a <b>proven track record</b> for addressing the past crash/safety data trends, <b>AND</b></li> <li>• the proposed application of the countermeasure(s) should <b>fully mitigate</b> the potential for future non-motorized crashes in the area of the project.</li> </ul>
8-11 Points	<b>The applicant convincingly demonstrates that:</b> <ul style="list-style-type: none"> <li>• there is a <b>significant need</b> for the countermeasure(s) proposed – based on past crash/safety data trends,</li> <li>• the proposed countermeasure(s) have a <b>proven track record</b> for addressing the past crash/safety data trends, <b>AND</b></li> <li>• the proposed application of the countermeasure(s) should <b>significantly (but not fully) mitigate</b> the potential for future non-motorized crashes in the area of the project.</li> </ul>
4-7 Points	<b>The applicant somewhat demonstrates that:</b> <ul style="list-style-type: none"> <li>• there is a <b>moderate need</b> for the countermeasure(s) proposed – based on past crash/safety data trends,</li> <li>• the proposed countermeasure(s) have a <b>track record</b> for addressing the past crash/safety data trends, <b>AND</b></li> <li>• the proposed application of the countermeasure(s) should <b>somewhat mitigate</b> the potential for future non-motorized crashes in the area of the project.</li> </ul>

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1-3 Points	<p><b>The applicant minimally demonstrates</b> that:</p> <ul style="list-style-type: none"> <li>there <b>could be a need</b> for the countermeasure(s) proposed – based on past crash/safety data trends,</li> <li>the proposed countermeasure(s) have a <b>track record</b> for addressing the past crash/safety data trends,</li> <li><b>AND</b></li> <li>the proposed application of the countermeasure(s) should <b>somewhat mitigate</b> the potential for future non-motorized crashes in the area of the project.</li> </ul>
0 Points	Evaluators can award a score of zero if they believe that the application does not adequately prove the safety need of the proposed project.

### **Special Instructions & Expectations for Evaluators:**

*The following checks and analysis must be done by the evaluator prior to awarding points:*

- Evaluators are to evaluate the level to which the applicant demonstrated the need for the safety improvements being proposed in the project.*
- Evaluators are to evaluate the level to which the applicant demonstrated that they analyzed the past crash/safety data trends and appropriately selected safety countermeasure(s) with proven track record(s) for addressing the past trends.*
- Evaluators are to evaluate the level to which the applicant demonstrated each proposed safety countermeasure(s) is appropriately included in the project to mitigate the potential for future non-motorized crashes in the area of the project.*



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## **QUESTION #4: PUBLIC PARTICIPATION and PLANNING (0-10 POINTS)**

Describe the community based public participation process that culminated in the project/program proposal or will be utilized as part of the development of a plan.

- A. What is/was the process of defining future policies, goals, investments and designs to prepare for future needs of users of this project? How did the applicant analyze the wide range of alternatives and impacts on the transportation system to influence beneficial outcomes? (3 points max)

### **Breakdown of points:**

- The level of expected planning for a project is directly connected to the magnitude and complexity of the proposed changes/designs and to the impacts to the overall transportation network.
  - Projects with larger scopes and costs should demonstrate a more extensive internal planning process, including the analysis of a wide range of alternatives.

Points	Applicant's ability to demonstrate the public participation process will be utilized as part of the development of a plan.
3 Points	<b>The applicant clearly and convincingly demonstrates</b> that: <ul style="list-style-type: none"> <li>• The project scope was developed through a comprehensive technical planning process (appropriate for the complexity and magnitude of the project) <b>and</b> the planning process considered the existing and future needs of the project users and transportation system <b>and</b> the planning process was effectively integrated into the public participation process.</li> </ul>
2 Points	<b>The applicant demonstrates</b> that: <ul style="list-style-type: none"> <li>• The project scope was developed through a comprehensive technical planning process (appropriate for the complexity and magnitude of the project) <b>and</b> the planning process considered the existing and future needs of the project users and transportation system <b>and</b> the planning process was effectively integrated into the public participation process.</li> </ul>
1 Points	<b>The applicant somewhat demonstrates</b> that: <ul style="list-style-type: none"> <li>• The project scope was developed through a comprehensive technical planning process (appropriate for the complexity and magnitude of the project) <b>and/or</b> the planning process considered the existing and future needs of the project users and transportation system <b>and/or</b> the planning process was effectively integrated into the public participation process.</li> </ul>
0 Points	Evaluators can award a score of zero if they believe that the application does not adequately prove the project scope is a result of technical planning.

### **Special Instructions & Expectations for Evaluators:**

*The following checks and analysis must be done by the evaluator prior to awarding points:*

- *Evaluators are to consider the level to which the applicant demonstrated the agency's active transportation technical planning conducted as part of developing and refining the project scope.*
- *Evaluators are to consider the level to which the technical planning considered both existing and future needs of the project users and transportation system.*
- *Evaluators are to consider the level to which the process was effectively integrated into the public participation process.*

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- B. Who:** Describe who was/will be engaged in the identification and development of this project/program/plan (for plans: who will be engaged) and how they were/will be engaged. Describe and provide documentation of the type, extent, and duration of outreach and engagement conducted to relevant stakeholders. (3 points max)

**General Guidance on stakeholders and their involvement in a project:**

- Public stakeholders can include, but are not limited to, residents, targeted end users, community leaders, elected officials, advocacy organizations, local businesses, and members of vulnerable or underserved populations (i.e. elderly, youth, physically and/or mentally disabled, members from disadvantaged communities).
- Governmental stakeholders can include other departments, agencies, jurisdictions, etc. impacted by the proposed project that are NOT the applicant (these can include, but are not limited to law enforcement, transportation, local health department, schools/school districts, emergency services, metropolitan planning organization, etc.)
- Meetings and/or events and how many were held to engage stakeholders is key to Public Participation. These can include, but are not limited to:
  - The type of meetings or events: open houses, community charrettes, city council meetings, planning commission meetings, etc.
  - How the meetings or events were noticed: local newspaper, county website, on the radio, at school parents group meetings, etc.
  - How the meetings or events were documented: Meeting sign-in sheets, meeting notes, letters of support, etc.
  - Where the meetings or events took place: school, community center, city council hall, etc.
  - The accessibility of the meetings or events: accessible by public transportation, translational services provided, and time of day the meetings or events were held, etc.
  - The stakeholders' involvement in the decision-making body: technical advisory committee, citizens' advisory committee, etc.

**Breakdown of points:**

- 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.

Points	Applicant's ability to demonstrate the public participation process took place in development of the proposed project, or how and who will be engaged in the development of a plan.
3 Points	<b>The applicant clearly and convincingly demonstrates that:</b> <ul style="list-style-type: none"> <li>• The project scope was developed through a comprehensive public participation process which included appropriate levels of public and governmental stakeholders, <b>and</b> the meetings and events were <b>fully</b> accessible and effectively engaged <b>all</b> project stakeholders.</li> </ul>
2 Points	<b>The applicant demonstrates that:</b> <ul style="list-style-type: none"> <li>• The project scope was developed through a comprehensive public participation process which included appropriate levels of public and governmental stakeholders, <b>and</b> the meetings and events were accessible and effectively engaged project stakeholders.</li> </ul>

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1 Points	<b>The applicant somewhat demonstrates</b> that: The project scope was developed through a comprehensive public participation process which included some public and/or governmental stakeholders, <b><u>and/or</u></b> the meetings and events were accessible and engaged project stakeholders.
0 Points	Evaluators can award a score of zero if they believe that the application does not adequately prove the project scope was developed through an adequate public participation process.

### **Special Instructions & Expectations for Evaluators:**

*The following checks and analysis must be done by the evaluator prior to awarding points:*

- *Evaluators are to give consideration to any attachments the agency provided in connection with this sub-question, including but not limited to: any applicable public outreach process/proposal/plan, links to websites, meeting agenda, meeting sign-in sheet, meeting minutes, public service announcements, letters of support, etc.*
- *Evaluators are to consider the extent that the relevant stakeholders were engaged in the development of the project and the level of community outreach and meeting/event accessibility in relation to the magnitude and complexity of the proposed project and the community characteristics being served and/or impacted by the project.*

- C. What: Describe the feedback received during the stakeholder engagement process and describe how the public participation and planning process has improved the project's overall effectiveness at meeting the purpose and goals of the ATP. (3 points max)**

### **Breakdown of points:**

- Points will be awarded based on the extent that the public participation and planning process was utilized to identify the highest community/regional active transportation priorities and to ensure the effectiveness of the project at meeting the purpose for the ATP through the use of stakeholder feedback.
  - The magnitude of the proposed project is directly connected to the expected degree to which the project represents a high local-community vs. regional priority.

Points	Applicant's ability to demonstrate that feedback was received and how it will improve the project's overall effectiveness.
3 Points	<b>The applicant clearly and convincingly demonstrates</b> that: <ul style="list-style-type: none"> <li>• The project scope is supported by the feedback received during the public participation and planning process, <b><u>and</u></b> this process has improved the project's overall effectiveness, <b><u>and</u></b> the project is one of the highest community/regional active transportation priorities.</li> </ul>
2 Points	<b>The applicant demonstrates</b> that: <ul style="list-style-type: none"> <li>• The project scope is supported by the feedback received during the public participation and planning process, <b><u>and/or</u></b> this process has improved the project's overall effectiveness, <b><u>and/or</u></b> the project is one of the highest community/regional active transportation priorities.</li> </ul>

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1 Points	<b>The applicant somewhat demonstrates</b> that: <ul style="list-style-type: none"> <li>The project scope is supported by the feedback received during the public participation and planning process, <u>or</u> this process has improved the project's overall effectiveness, <u>although</u> the project may not be one of the highest community/regional active transportation priorities.</li> </ul>
0 Points	Evaluators can award a score of zero if they believe that the application does not adequately prove project scope is supported by the feedback received during the public participation and planning process, <u>or</u> the project is not a high community/regional active transportation priority.

### **Special Instructions & Expectations for Evaluators:**

*The following checks and analysis must be done by the evaluator prior to awarding points:*

- Evaluators are to give consideration to any attachments the agency provided in connection with this sub-question, including but not limited to: any applicable meeting minutes, letters of support, new alternatives or major revisions that were identified, etc.*
- Evaluators are to consider the level to which the letters of support emphasize that the project represents the top or one of the top active transportation priorities for the community, targeted end users, or public stakeholders.*
- Evaluators are to consider the extent that the public participation and planning process was utilized to identify improve the effectiveness of the project*
- Evaluators are to consider the extent that the public participation and planning process was utilized to ensure the project is one of the highest community/regional active transportation priorities.*
- Evaluators are to consider the magnitude of the proposed project when considering the extent to which the project represents one of the highest community/regional active transportation priorities.*

### **D. Describe how stakeholders will continue to be engaged in the implementation of the project/program/plan. (1 point max)**

Points	The applicant's ability to demonstrate that stakeholders will continue to be engaged in the implementation of the project/program/plan.
1 Points	<b>The applicant demonstrates</b> that project stakeholders will continue to be engaged in the implementation of the project/program/plan.
0 Points	Evaluators can award a score of zero if they believe that the application does not adequately demonstrates that project stakeholders will continue to be engaged in the implementation of the project/program/plan.

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### QUESTION #5: IMPROVED PUBLIC HEALTH (0-10 POINTS)

**NOTE: Applicants applying for the disadvantaged community set aside must respond to the below questions with health data specific to the disadvantaged communities. All applicants must cite information specific to project location and targeted users. Failure to do so will result in lost points.**

- A. Describe the health status of the targeted users of the project/program/plan. Describe how you considered health benefits when developing this project or program (for plans: how will you consider health throughout the plan). (5 points max)**

Points	The applicant's ability to demonstrate the health status of targeted users was considered when developing this project/program or will consider throughout a plan.
4-5 Points	The application <b><u>clearly and convincingly</u></b> identifies the health vulnerability/ies of the project's targeted users and <b><u>clearly and convincingly</u></b> describes how health benefits were considered by : <ul style="list-style-type: none"> <li>• Providing thorough health information at a level of geography appropriate to the project not just state or national data</li> <li>• Providing health characteristics and vulnerabilities of the community served by the project</li> <li>• Contacting a local public health authority such as the local health department or school district and clearly documenting the results of the contact</li> <li>• Convincingly describing how the health status of the project's targeted users influenced the development of the project/program/plan</li> </ul>
2-3 Points	The application <b><u>somewhat</u></b> identifies the health status of the project's targeted users by and <b><u>somewhat</u></b> describes how health benefits were considered by: <ul style="list-style-type: none"> <li>• Providing some health information specific to the project area</li> <li>• Contacting a local public health authority</li> <li>• To some extent describing how the health status of the project's targeted users influenced the development of the project/program/plan</li> </ul>
1 Point	The application <b><u>minimally</u></b> identifies the health status of the project's targeted users and <b><u>minimally</u></b> describes how health benefits were considered by: <ul style="list-style-type: none"> <li>• Providing broader health information using state or national data</li> </ul>
0 Points	The application <b><u>does not</u></b> identify the health status of the project's targeted users or describe how health benefits were considered.

- B. Describe how you expect your project/proposal/plan to promote healthy communities and provide outreach to the targeted users. (5 points max)**

Points	The applicant's ability to demonstrate the project/proposal/plan will promote healthy communities and provide outreach to targeted users.
4-5 Points	The application <b><u>clearly and convincingly</u></b> describes specific strategies that will be employed to promote healthy communities and <b><u>clearly and convincingly</u></b> describes how the project will provide outreach to the targeted users.
2-3 Points	The application <b><u>somewhat</u></b> describes strategies that will promote healthy communities and <b><u>somewhat</u></b> describes how the project will provide outreach to the targeted users.
1 Point	The application <b><u>minimally</u></b> describes how the project will promote healthy communities and <b><u>minimally</u></b> describes how the project will provide outreach to the targeted users.
0 Points	The application <b><u>does not</u></b> describes how the project will promote healthy communities or describes how the project will provide outreach to the targeted users.

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## QUESTION #6: COST EFFECTIVENESS (0-5 POINTS)

A project's cost effectiveness is considered to be the relative costs of the project in comparison to the project's benefits as defined by the purpose and goals of the ATP. This includes the consideration of the safety and mobility benefit in relation to both the total project cost and the funds provided.

Explain why the project is considered to have a high Benefit to Cost Ratio (B/C) with respect to the ATP purpose and goals of "increased use of active modes of transportation".

### General Guidance:

- "Project" is used to describe Plan, Infrastructure, and/or Non-Infrastructure projects.
- "Project Benefits as defined by the purpose and goals of the ATP"
  - State Law defines the Purpose of the ATP as "encouraging increased use of active modes of transportation, such as biking or walking".
  - Section 2 of the CTC Guidelines restate the Goals of the program as defined by State Law.
  - The "project benefits" are evaluated with respect to:
    - The extent to which the project addresses the "Needs" and "Benefits" is addressed in Question #2 and #3, and
    - "Total Project Cost" and "ATP funds"

### Breakdown of points:

- The amount of points an applicant/project receives on this question is not impacted by only the magnitude and/or number of different types of improvements benefiting active transportation users. **The magnitude and types of improvements MUST be considered with respect to the Cost of the project and the amount of ATP funding being requested:**
  - Applications proposing only one type of improvement with a relative small scope and cost have the potential of receiving full points as long as they can justify the benefits per costs are very high.
  - Applications proposing numerous types of improvements with a large scope and cost should not automatically receive additional points. It is up to the applicant to demonstrate that the overall the benefits per costs are very high.

Points	The applicant's ability to demonstrate the project is considered to have a high B/C with respect to the ATP purpose and goals.
5 Points	<b>The applicant clearly and convincingly demonstrates that:</b> <ul style="list-style-type: none"> <li>• The project <u>only</u> includes scope and costs that effectively and efficiently address significant safety, mobility <u>and</u> other project needs which is expected to directly result in "encouraging increased use of active modes of transportation" <u>and</u> one or more ATP goals, <b>AND</b></li> <li>• The project includes <u>no</u> scope/costs that do not directly address significant active transportation needs.</li> </ul>
3 Points	<b>The applicant demonstrates that:</b> <ul style="list-style-type: none"> <li>• The project includes scope and costs that effectively and efficiently address significant safety, mobility <u>and</u> other project needs which are expected to directly result in "encouraging increased use of active modes of transportation" <u>and</u> one or more ATP goals.</li> </ul>
1 Points	<b>The applicant somewhat demonstrates that:</b> <ul style="list-style-type: none"> <li>• The project includes scope and costs that effectively and efficiently address significant safety, mobility <u>and/or</u> other project needs which are expected to directly result in "encouraging increased use of active modes of transportation" <u>and/or</u> one or more ATP goals.</li> </ul>
0 Points	Evaluators can award a score of zero if they believe that the application does not adequately prove the project's use of ATP funding is being done in an efficient and/or effective manner.

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## Special Instructions & Expectations for Evaluators:

The following checks and analysis must be done by the evaluator prior to awarding points:

- Evaluators are to evaluate the magnitude of the Total Project Cost and the ATP funding being requested. Therefore, the Evaluator must review the applicant's cost estimate before scoring this question.
  - Per the main question, the project's cost effectiveness must be evaluated in relation to both the total project cost and the funds provided.
- Evaluators are to evaluate the level to which the applicant demonstrated that the project will result in "encouraging increased use of active modes of transportation" and/or one or more ATP goals.

## QUESTION #7: LEVERAGING OF NON-ATP FUNDS (0-5 POINTS)

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

Describe the Leveraging funding the applicant is committing to invest in the project if it is awarded ATP funding (total value in dollars).

Only direct funding and the direct expenses for completing project delivery milestones can be used. Provide detailed information on actual costs for past milestones and estimated costs for future milestones.

### Breakdown of points:

- Points will be awarded based on the amount of the non-ATP funding pledged to the project.

Points	Applicant's ability to demonstrate that non-ATP funding is pledged to the project.
1 Point	<b>The applicant clearly and convincingly demonstrates</b> commitment of leveraging funds to a phase(s) of the project where the applicant is requesting new ATP funding. (For example, not for the completion of a prior phase). The commitment funding must be at least 1% of the total ATP funding requested for the project.

**PLUS:**

1 Point	1% to 11.4% of total project cost
2 Points	11.5% to 14.9% of total project cost
3 Points	15% to 19.9% of total project cost
4 Points	20% or more of total project cost