2025 Active Transportation Program
Application Checklist

following checklist includes the information and documentation needed to complete the 2025 Active Transportation Program application. The purpose of this checklist is to assist applicants in gathering the data and documentation needed to complete the application. It is not an exhaustive list of the details needed to complete the application narrative. **Applicants should refer to the applicable scoring rubric for more information on the application narrative.** <u>This is intended as an internal document for applicants and does not need to be submitted as part of the project application</u>.

Application Types:	
Large Infrastructure	Projects with a total project cost of greater than $10 million
Large Infrastructure + Non-Infrastructure (Combination Project)	
Medium Infrastructure	Projects with a total project cost of more than $3.5 million and up to $10 million
Medium Infrastructure + Non-Infrastructure (Combination Project)	
Small Infrastructure	Projects with a total project cost of $3.5 million or less
Small Infrastructure + Non-Infrastructure (Combination Project)	
Non-Infrastructure	Standalone Non-Infrastructure projects
Plan	Plan only projects

Part A: General Application Questions

Part A1: Applicant Information

- ☐ Implementing agency name and address
- ☐ Implementing agency LOCODE (Local Agency Code)
  - *Applicants select from a dropdown list. If your LOCODE is not listed, there is an option to input it.*
- ☐ Implementing agency contact name, title, email, and phone number
  - *The implementing agency contact should be someone who can respond to questions from Commission and Caltrans staff. Applicants are also asked to provide a secondary contact if the primary contact cannot be reached.*
- ☐ Caltrans Federal and State Master Agreement Numbers, if applicable
- ☐ Partnering agency name and address, if applicable
- ☐ Partnering agency contact name, title, email, and phone number, if applicable
- ☐ Letter of Intent with partnering agency, if applicable

Part A2: General Project Information

- ☐ Summary of project scope
- ☐ Summary of outcomes/outputs

  For example: Construct 5280 feet of Class IV bikeway, 12 curb extensions, 26 crosswalks, 33 curb ramps, 255 feet of widened sidewalk, and 2 speed humps.

- ☐ Federal Transportation Improvement Program (FTIP) project description
- ☐ Description of project location
- ☐ Map of project location

  The location map must show the project boundaries in relation to the Implementing Agency's boundaries.

- ☐ Project Coordinates

  Applicants may use an online coordinate finder of their choice (e.g., LatLong.Net)

- ☐ 2010 and 2020 11-digit census tract Geographic Identifiers

  Census tract Geographic Identifiers can be found using the US Census Bureau Geocoder tool.

- ☐ Caltrans District

  Applicants select their Caltrans District from a dropdown menu. A map of Caltrans Districts can be found here.

- ☐ Congressional, State Senate, and State Assembly Districts
- ☐ County and Metropolitan Planning Organization (MPO)/Regional Transportation Planning Agency (RTPA)
- ☐ Urbanized Zone Area (UZA) Population
- ☐ List of past projects

  Include all state or federally-funded active transportation-related projects adjacent to or with overlapping limits of the project scope.

Part A3: Project Type

- ☐ Current active transportation-related plan types currently adopted by the implementing agency

  Applicants select all plan types that apply.

- ☐ Project sub-type

  Applicants select all that apply from a list. The list includes Bicycle Transportation, Pedestrian Transportation, Safe Routes to School, Safe Routes to Seniors, and Trials. Applicants must indicate the percentage of the project dedicated to bicycle and pedestrian improvements.

- ☐ Percentage of costs eligible for federal Recreational Trails funding and percentage of the project that serves transportation purposes *(Recreational Trail projects only)*

- ☐ List of all schools affected by the project *(Safe Routes to School projects only)*

  For each school, the applicant must include the school name, address, district, district address, district code, grades served, project distance from school, total student enrollment, # of students living along the proposed route, and percentage of students eligible for free or reduced-price school meals. School meal data can be found here.

- ☐ Map that includes student enrollment areas in relation to the project limits and a short statement of support from each school *(Safe Routes to School projects only)*

Part A4: Project Details

- ☐ Quantities of each proposed improvement by type

  For example, linear feet of new sidewalk, # of new curb ramps, etc. For projects with non-infrastructure elements, applicants must also quantify programs by type.

- ☐ If applicable, # of private property parcels impacted and additional time needed to acquire Right of Way (R/W)
- ☐ If applicable, # of utility companies impacted and additional time needed
- ☐ If applicable, the percentage of the project on Caltrans R/W, total construction costs on Caltrans R/W, and an approved State Highway Project Impact Assessment Form *(Projects on Caltrans R/W only)*
- ☐ If applicable, # of parcels/easements needed from railroad companies and/or governmental agencies other than Caltrans, letters of support or neutrality from each impacted entity, and time needed to complete required activities.

Part A5: Project Schedule

- ☐ For each project phase, the expected California Transportation Commission (CTC) allocation date (if applicable), expected start date, number of months needed to complete the phase, and expected completion date.
- ☐ If the environmental phase has been completed at the time of application, signature pages for the California Environmental Quality Act (CEQA) [and National Environmental Policy Act (NEPA), if applicable] documents.
- ☐ If the R/W phase has been completed at the time of application, the Caltrans-approved R/W certification.

Part A6: Project Funding

- ☐ Total project cost and Active Transportation Program (ATP) request
  All amounts must be represented in thousands.
- ☐ A completed funding table (embedded in the application)
  All amounts must be represented in thousands.
- ☐ If the applicant is requesting state-only funds, a completed Exhibit 25-F.
- ☐ A completed Project Programming Request (PPR)

Part A7: Screening Criteria

- ☐ Relevant pages of the Regional Transportation Plan showing that the project is consistent
- ☐ For Caltrans-implemented projects, documentation showing the need to complete the project with ATP funds instead of other funding streams.
- ☐ For Caltrans-implemented projects, documentation showing coordination with impacted local and/or regional agencies.

Part B: Application Narrative Questions

Disadvantaged Communities (DAC) *(Projects that benefit disadvantaged communities only)*

☐ Disadvantaged community map
  This should be a scaled map showing the boundaries of the proposed project, program, or plan, disadvantaged community access points, and key destinations. All census tracts (or schools if using the Free or Reduced-Price School Meals option) should be clearly labeled.

☐ Documentation showing disadvantaged community support *(Medium and Large Infrastructure and Combination Projects Only)*

☐ Disadvantaged community identifier
  Applicants using this identifier are encouraged to try all identifier options and must select only one. Applicants should include all census tracts in the project area, not just the disadvantaged tracts.

  ☐ <u>Applicants using the Median Household Income (MHI) DAC identifier</u>: The census tract number, population, MHI, and copies of the tables listed below for each census tract in the project area.
    Applicants using this identifier must use data from the 2018-2022 American Community Survey 5-Year Estimates Detailed Tables for Median Household Income (Table ID B19013) and Total Population (Table ID B01003).

  ☐ <u>Applicants using the CalEnviroScreen (CES) 4.0 DAC identifier:</u> The census tract number, population, CES Score, and copies of the CES page for each census tract in the project area.
    The map can be found on the CES 4.0 website. The data file can be downloaded here. Column A shows the 2010 Census Tract Geographic Identifier (Census Tract #). Column B shows the total population. Column H shows the CES 4.0 score.

  ☐ <u>Applicants using the Free or Reduced-Price School Meals (FRPM) DAC identifier:</u> The school name, enrollment, and percentage of students eligible for FRPM.
    Applicants must use data from the 2022-23 school year. The data can be downloaded here. School name is shown in Column G Enrollment (K-12) is shown in Column R Percent Eligible FRPM (K-12) is shown in Column V.

  ☐ <u>Applicants using the Healthy Places Index (HPI) 3.0 DAC identifier:</u> The census tract number, population, HPI Score, and copies of the HPI page for each census tract in the project area.
    The map with all necessary data is available here.

  ☐ <u>Applicants using the Climate and Economic Justice Screening Tool (CESJT) DAC identifier:</u> The census tract number, population, # of DAC categories exceeded, and screenshots of the CEJST profiles for each census tract in the project area.
    The map can be found on the Climate and Economic Justice Screening Tool website. The data file can be downloaded here. Column B shows the 2010 Census Tract Geographic Identifier (Census Tract #). Column W shows the total population. Column P shows the total categories exceeded (DAC category count).

  ☐ <u>Applicants using the USDOT Equitable Transportation Community (ETC) Explorer DAC identifier:</u> The census tract number, population, Final Index Score, and a screenshot of the ETC Explorer State Results profile for each census tract in the project area.

The ETC Explorer State Results map can be found on the [USDOT website](). The data can be downloaded [here](). Column B shows the 2020 Census Tract Geographic Identifier (Census Tract #). Column M shows the total population. Column FU shows the Final Index Score.

☐ <u>Applicants using a Regional Definition as the DAC Identifier:</u> Documentation showing how the project meets the regional definition.

☐ <u>Tribal projects:</u> Tribal applicants should select the Tribal project option from the list of identifiers. No other data is required.

☐ <u>Applicants using the "Other" DAC identifier:</u> Documentation showing how the project benefits a disadvantaged community.

Potential to Increase Walking and Biking

☐ Maps identifying gap closures, new routes, barriers to mobility, and other improvements
   Applicants may attach more than one map in each map field but should combine them into one file.

☐ Number of gaps closed and the length of the gap(s) in feet.

☐ Local health data
   Data should be at the smallest geography available (state or national data is not sufficient).

Potential for Reducing the Number and/or Rate of Pedestrian and Bicyclist Fatalities and Injuries

☐ Bicycle and pedestrian collision data or other data demonstrating the safety concerns in the project area
   Applicants may use the [ATP TIMS]() tool or an alternative data source, such as surveys, [Street Story](), or other crowd-sourced data. For TIMS, applicants should attach a heat map of the area surrounding the project limits, a project area collision map, and any collision summaries.

Public Participation and Planning

☐ Documentation of public participation and planning efforts
   Documentation can include photos, sign-in sheets, minutes, participant lists, presentations, survey results, flyers, etc.

☐ A copy of the adopted active transportation plan (or similar plan) page showing the proposed project *(Large Infrastructure and Combination Projects Only)*

Transformative Projects (*Large Infrastructure and Combination projects only*)

☐ Documentation of that supports the transformative nature of the project
   Examples can include a local housing element, a Prohousing Designation certification, and examples of local policies or ordinances that support the transformative nature of the project.

Leveraging (*Medium and Large Infrastructure and Combination projects only*)

☐ A signed leveraging letter of commitment

☐ Other leveraging documentation, if desired

Use of California Conservation Corps (CCC) or Certified Local Community Conservation Corps (CALCC) (*All Infrastructure, Combination, and Non-Infrastructure projects*)

- ☐ Applicants should review the CCC and CALCC websites to initiate the corps consultation process.
- ☐ Responses from the CCC, CALCC, and Tribal Corps (if applicable)

Application Attachments

- ☐ Signature Page
- ☐ Engineer's Checklist *(All Infrastructure and Combination projects)*
- ☐ Project Location Map
- ☐ Project Layouts/Plans with Existing and Proposed Conditions *(All Infrastructure and Combination projects)*
- ☐ Photos of Existing Conditions
- ☐ Project Estimate *(All Infrastructure and Combination projects)*
- ☐ Non-Infrastructure Work Plan (Exhibit 25-R) *(All Non-Infrastructure and Combination projects)*
- ☐ Plan Scope of Work (Exhibit 25-PLAN) *(Plan projects only)*
- ☐ Letters of Support
- ☐ State-Only Funds Request (Exhibit 25-F), if applicable
- ☐ Additional attachments, if desired