# Before and After Photos in Reports

➤ Before and after photos are required for Infrastructure, Non-Infrastructure, and Combination projects. Plan projects are not required to submit photos.

➤ Before and after photos should be taken from the same angles. Agencies may use photos from the ATP application as the before photo.

➤ Try to capture people using the new or improved facility in the after photos. Infrastructure projects: if your project consists of more than one location – provide photos of all locations. Photos will be reviewed to ensure project is completed as programmed.

➤ If there are recognizable faces in the photos, a *photo release form is required to be submitted with the Completion/Final Reports via ATPFinalReporting@dot.ca.gov*.

## Progress Reports:

o **Combination Projects:** At a minimum, one before and one after photo is required for each project type; except Plan projects. For Combination projects, as soon as one project type starts, you start providing the before photo(s) to that project type. Once the other project type begins you then start providing the other additional photo(s).

o **Infrastructure Only:** At a minimum, one before photo is required in CalSMART. Provide before photo of all locations.

o **Non-Infrastructure (NI) Only:** At a minimum, one before photo is required in CALSMART. We suggest adding more than one photo so we can have more to showcase the projects.

Examples of a before photo for NI:

- Safe Routes to School Program: Photos of school(s) where the programming will take place.
- Community-Wide Programs:  Photos of community outreach efforts, pamphlets or other promotional materials may be used as before photos.
- Demonstration: Before photo of road(s) or area(s) where the demonstration project(s) will take place.

Questions about photo content: reach out to atsp@cdph.ca.gov

o **Plans:** No photo is required

## Completion Reports:

CalSMART requires, at a minimum, one before and one after photo in order for you to be able to submit the report. ATP requires a photo of each project location for all infrastructure projects.

- **Combination Projects:** At a minimum, one before and one after photo is required for each project type; except Plan projects. For Combination projects, as soon as one project type starts, you start providing the before photo(s) to that project type. Once the other project type begins you then start providing the other additional photo(s). *The same applies to the after photos.*

- **Infrastructure Only:** At a minimum, one before photo and one after photo is required in CalSMART. ATP requires a photo of each project location for all infrastructure projects.

- **Non-Infrastructure Only programs:** At a minimum, one before photo and one after (in progress) photo is required in CALSMART. We suggest adding more than one photo so we can have more to showcase the projects.

  Examples of a after (in progress) photo for NI:

  - Safe Routes to School Program: photo of classroom with kids actively learning.
  - Community-Wide Programs: Photos of community outreach efforts – in progress community meetings and/or group meetings.
  - Photos of the event(s) and incentives given to participants.
  - Demonstration: Photos of children riding bikes, walking, etc. – Same as before demonstration photo.

  Questions about photo content: reach out to atsp@cdph.ca.gov

- **Plans:** No photo is required

## Final Delivery Reports:

More photos should be added in the Final Delivery Report only if Corrective Actions were identified during/after the Completion Report review. **If no Corrective Actions were identified, additional photos are not required in order to submit the Final Delivery Report.**

- **Combination Projects:** Additional photos may be requested upon Caltrans request.

- **Infrastructure Only:** Additional photos may be requested upon Caltrans request.

- **Non-Infrastructure Only programs:** Additional photos may be requested upon Caltrans request.

- **Plans:** No photo is required