



**ACTIVE TRANSPORTATION PROGRAM – TECHNICAL ADVISORY COMMITTEE
MEETING MINUTES**

May 29, 2019 - 9:00 a.m. to 4:00 p.m.
California State University, Sacramento
Modoc Hall-Willow Suites 1 & 2

Attendance: Aaron Hernandez, Anja Aulenbacher, Ariana Sur Nieden, Cailin Jessup, Claire Fliesler, David Ripperda, Desiree Fox, Edward Frondoso, Emily Abrahams, Emily Heard, Esther Rivera, Gary Gutierrez, Horacio Paras, Jr., Jaime Espinoza, Jeanie Ward-Waller, Jeanne LePage, Jonathan Matz, Katie Jackson, Keith Williams, Kendee Vance, Kenneth Kao, Kevan Shafizadeh, Landa Lew, Laura Garwood, Linda Khamoushian, Luke McNeel-Caird, Marlene McMurray, Marsie Rosenberg Gutierrez, Mary Hartegan, Maura Twomey, Meghan Pedroncelli, Meredith Lee, Oona Smith, Patricia Chen, Ray Zhang, Rye Baerg, Sarkes Khachek, Teresa McWilliam, Tracy Coan, Victoria Custodio

Attendance by Phone: Adam Fukushima, Bill Sadler, Kevin Jensen, Melanie Mullis

TOPIC	SPEAKER
<p>Action Item Follow-Up: <u>Charter and Org Chart:</u> Gary Gutierrez asked the TAC members to take a final look at the draft Charter that's found on the TAC web-site. Please provide any comments by June 15. The Charter will be finalized by the next TAC meeting.</p>	Gary Gutierrez
<p>CTC Updates: Meghan Pedroncelli is working on publishing a programming book recording the projects showing a snapshot of the program. The 2021 ATP Guidelines workshops are in progress and will continue throughout the summer.</p>	Meghan Pedroncelli
<p>Legislative Updates/ATP Report: The Legislative Analyst's report evaluating the program was issued March 1. A report was also issued by the Senate Office of Research on Program Implementation and Project Selection that was released in April. The last report is Caltrans' Audits report, it's still going on and not finalized. Two bills could have drastically changed things to change the splits, giving larger amount of funds to MPOs, a little more to small urban and rural, and less to statewide components. Senate Bill 152 did not get out of appropriations, so it's dead. Assembly Bill 1402 is still alive; it became a two-year bill. It's on hold. The lack of ways to measure benefits is an issue that needs to be resolved. The application process also needs improvement.</p>	Laurie Waters
<p>Topics for Future ATP Symposiums: There will be an ATP Symposium August 19 and 20 to discuss program issues, outside of the guidelines and application workshops to discuss items such as transformative projects, measuring benefits and equity.</p>	Laurie Waters

<p>Caltrans Updates:</p> <ol style="list-style-type: none"> <u>Reporting:</u> Mary Hartegan gave an update on the reporting progress quarterly. The CalSMART online reporting tool was implemented with a most recent compliant rate of 98%. <u>ATP Programmed vs Allocated Status Update:</u> Cycle 1 is completely closed and all actions are accounted for. Only 3 percent lapsed, which is a great number for a new program. Cycle 2 has projects that will complete their final phases by February 2021. There are three funding years at almost 50% allocated. Cycle 3 had four funding years. For FY 17-18, those projects are allocating at a more rapid pace than Cycle 2. For FY 19-20, a lot of projects are already advancing. <u>ATP CYCLE 5:</u> Gary Gutierrez informed that the solicitation looks like it will come out in Spring 2020. It's about \$440 million in federal, SB 1, and state highway funds. There will be four years, with the first being FY 21–22. <u>WALK AND BIKE TRIP:</u> The Walk and Bike TAC is separate, more focused on Caltrans processes, our design guidance, and how we do our own projects. The agendas and materials are posted on their website. They have two sub-committees: legislative updates (focused on SB 127 right now with relation to SHOPP projects) and a design subcommittee which focuses on helping with Caltrans protected bikeway standards. 	<p>Mary Hartegan</p> <p>Jaime Espinoza</p> <p>Gary Gutierrez</p> <p>Jeanie Ward-Waller</p>
<p><u>Pedestrian Crosswalk Improvement Project:</u> Aaron Hernandez presented on improvements in the City of Cudahy. He presented slides on his project from Cycle 1 (see attached PPT). This project made a huge difference in a small community, which is only 1.2 square miles in LA County. It's a disadvantaged community, and it really benefited from the program. Without this funding, the city wouldn't have been capable to build the improvements.</p>	<p>Aaron Hernandez</p>
<p><u>ATP Count Guidance/Program Benefits:</u> <u>ATP Count Guidance:</u> Victoria Custodio is part of ATRC and CDPH. She's on the counts sub-committee. She shared the draft interim counts guidance that included 5 sections: (1) Count Type (2) Number of Count Locations (3) Selecting Count Locations (4) Conducting Ped and Bike Counts (5) Estimating Total Volume of Users <u>Program Benefits:</u> Keith Williams said his sub-committee was tasked with alternative reporting measures. It's important to have consistency with the metrics. What data are they already collecting? Looking at different ways of how to do this, we need to be open to different approaches, not just quantitative, but also qualitative. Surveys and anecdotes, for example. Should DACs be their own benefit, or should they be a metric for another benefit?</p>	<p>Victoria Custodio/All</p> <p>Keith Williams/All</p>
<p>Adjourn</p>	<p>All</p>

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ACTIVE TRANSPORTATION PROGRAM

ALLOCATION STATUS

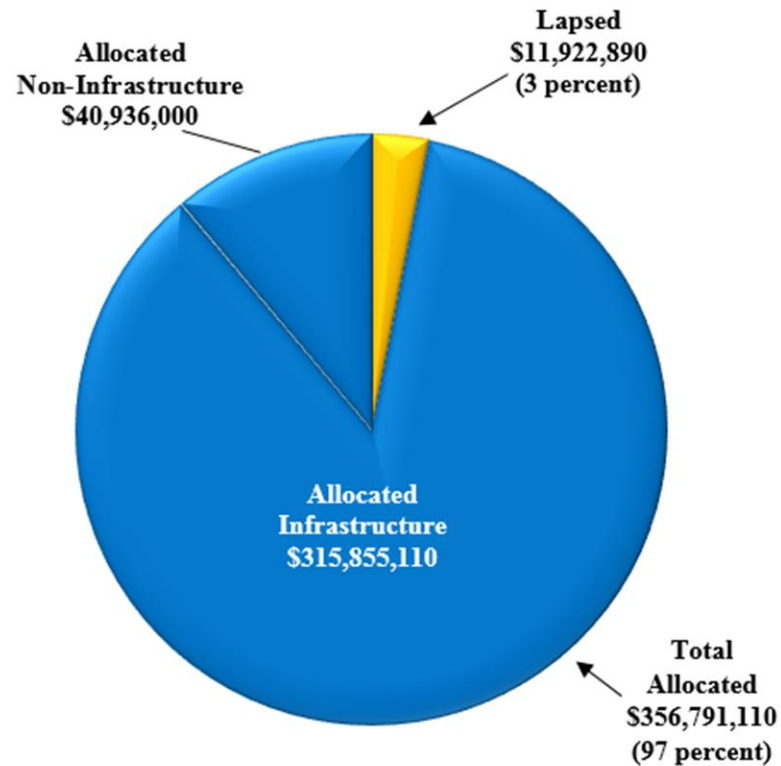
BRIEF BACKGROUND & cycle structure

- ATP, SB99 and AB101 (2013) and SB1 (2018)
 - *~\$120M / Year (SB99/AB101) Additional \$100M / Year (SB1)*
 - *Phases allowed: PA&ED, PS&E, ROW, and CON/CON NI*
- Cycle 1, \$369M on 276 Projects
 - *3 years of funding, 2 year programming window FY 14-15 and FY 15-16*
- Cycle 2, \$359M on 207 Projects
 - *3 years of funding, 3 year programming Window FY 16-17, 17-18 and 18-19*
- Cycle 3 (Including 3A and 3G) \$491M on 238 Projects
 - *4 years of funding, 4 year programming window 17-18, 18-19, 19-20 and 20-21*
- Cycle 4, \$445M on 60 State, SU&R, 59 MPOs (119 Projects)
 - *4 years of funding, 4 year programming window FY 19-20, 20-21, 21-22 and 22-23*

Allocation rate Cycle 1

Cycle 1 (FY 14/15 & 15/16)

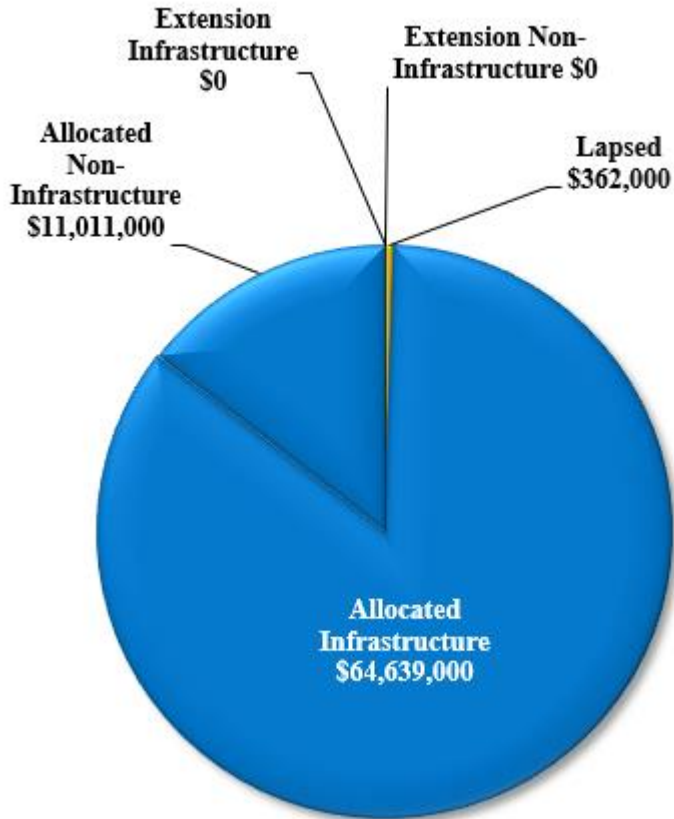
Total Programmed \$368,714,000



- ❑ All Projects (Phases) are accounted for
- ❑ Project reporting in process:
 - *Progress, Completion and Final*
- ❑ Several have already been Constructed

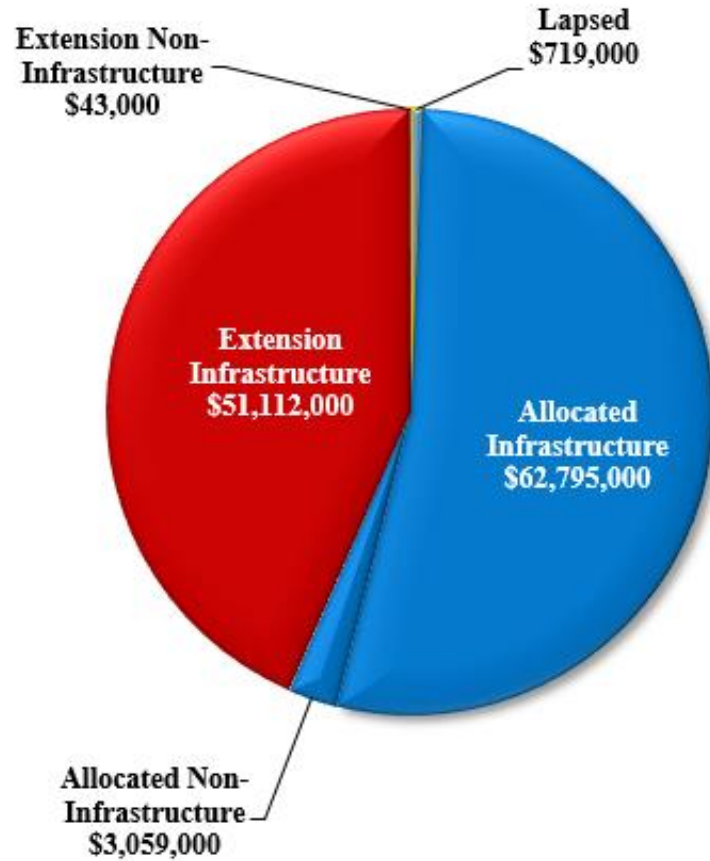
97% Allocation Rate

ALLOCATION RATES CYCLE 2



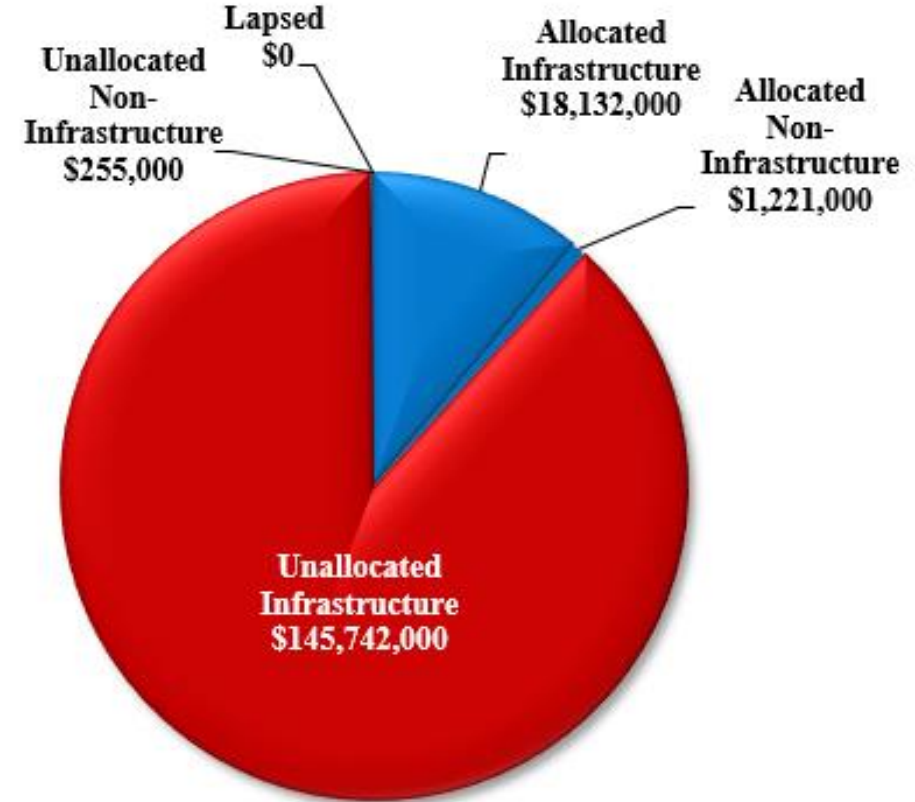
☐ All Projects (Phases) Are Accounted For

FY 16-17



FY 17-18

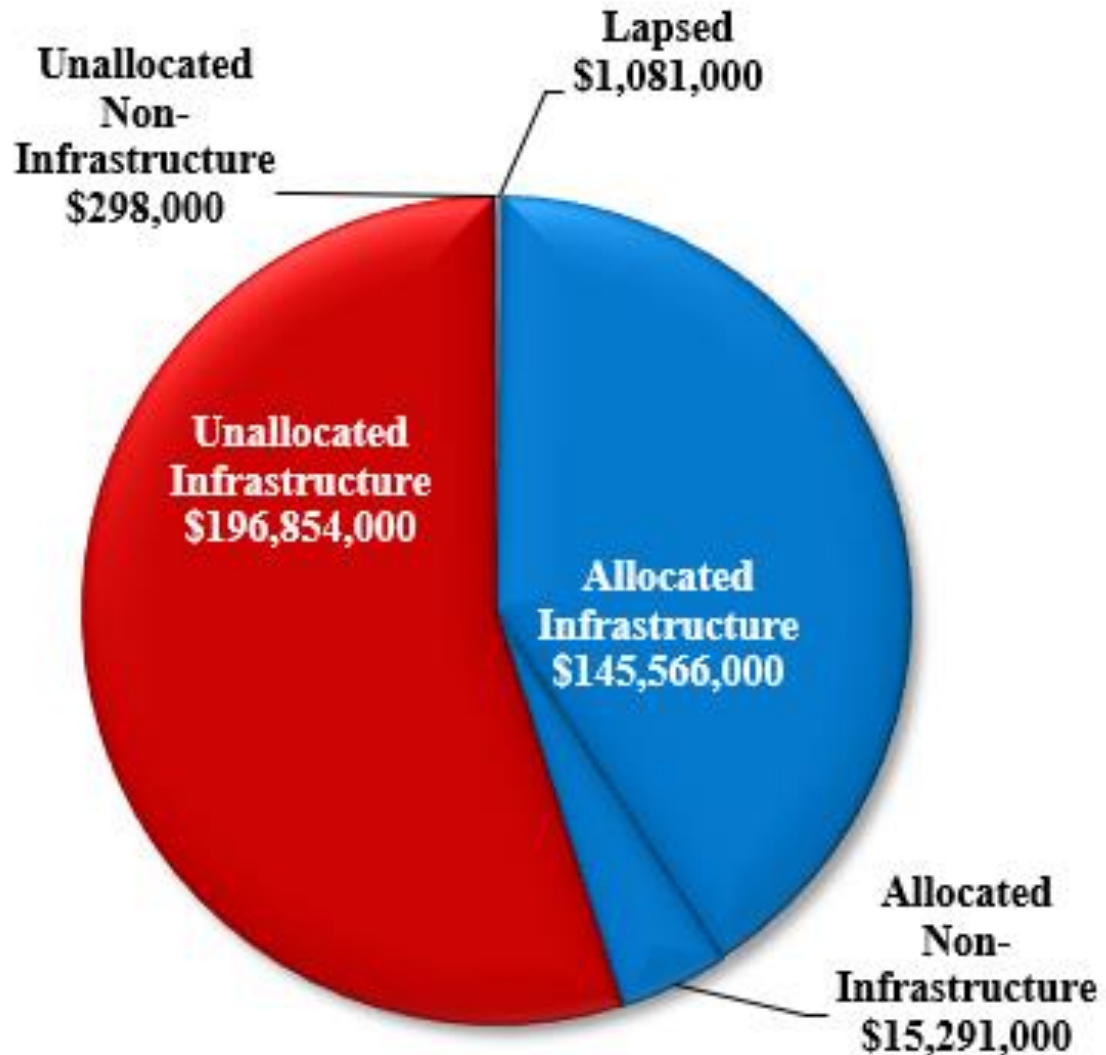
Completion expected by 02/29/2020



FY 18-19

Completion expected by 02/28/2021

ALLOCATION RATE CYCLE 2

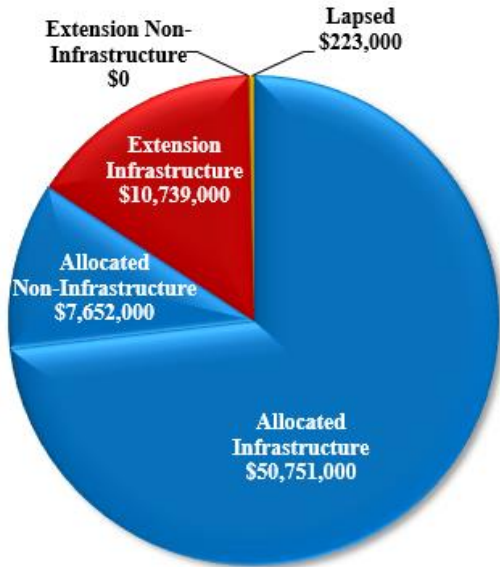


- ❑ Project reporting in process:
 - *Progress, Completion and Final (CalSMART)*
- ❑ A few have already been Constructed

39% Allocation Rate

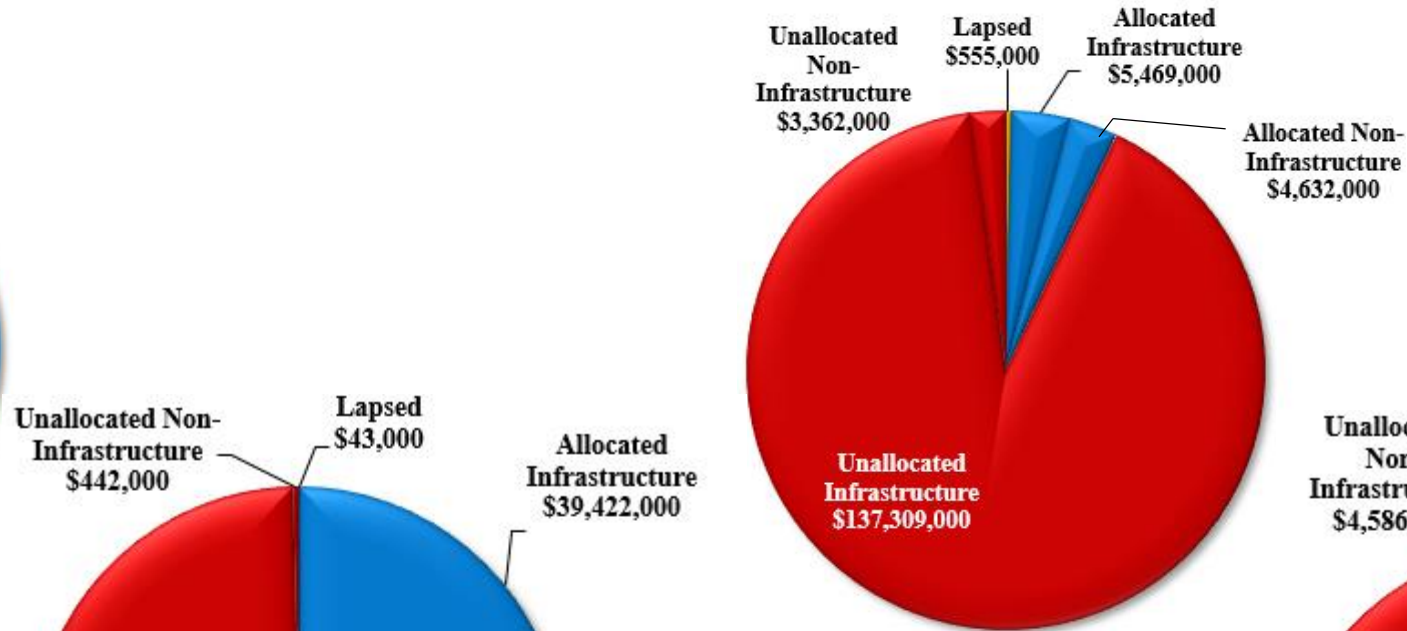
Cycle 2 Completion expected by 02/28/2021

ALLOCATION RATES CYCLE 3



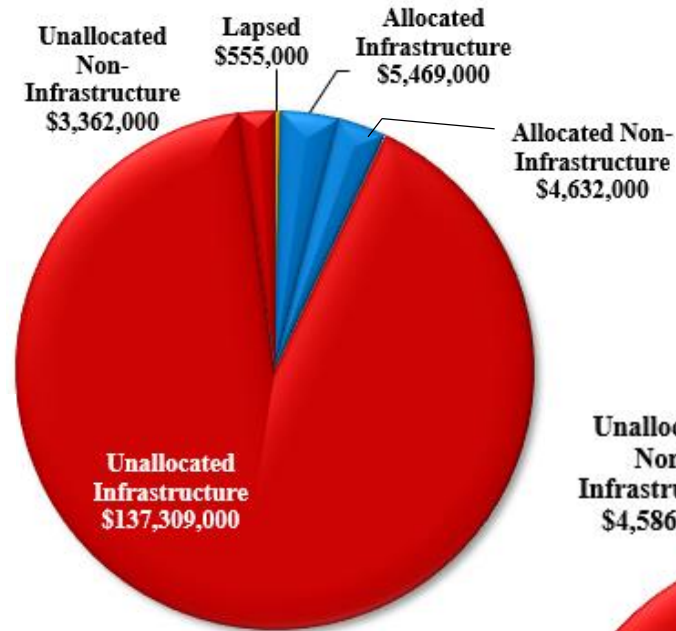
FY 17-18

Completion expected by 02/29/2020



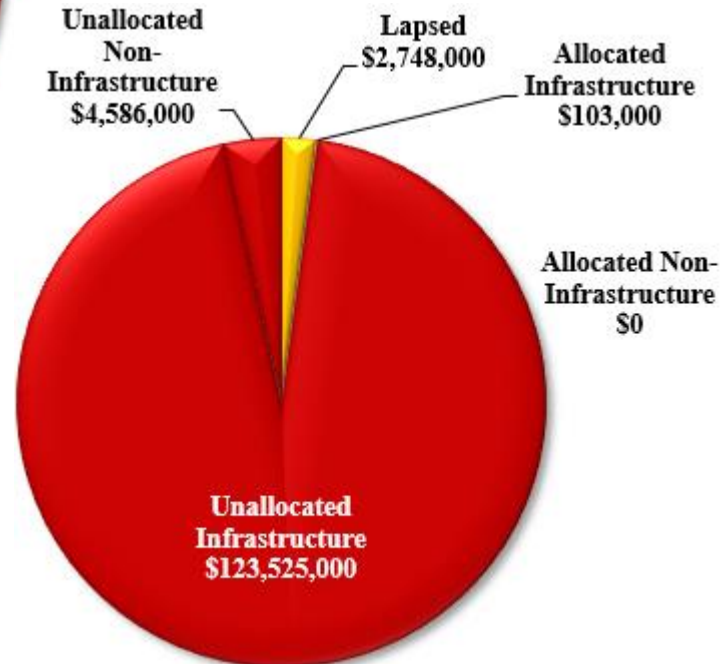
FY 18/19

Completion expected by 02/28/2021



FY 19-20

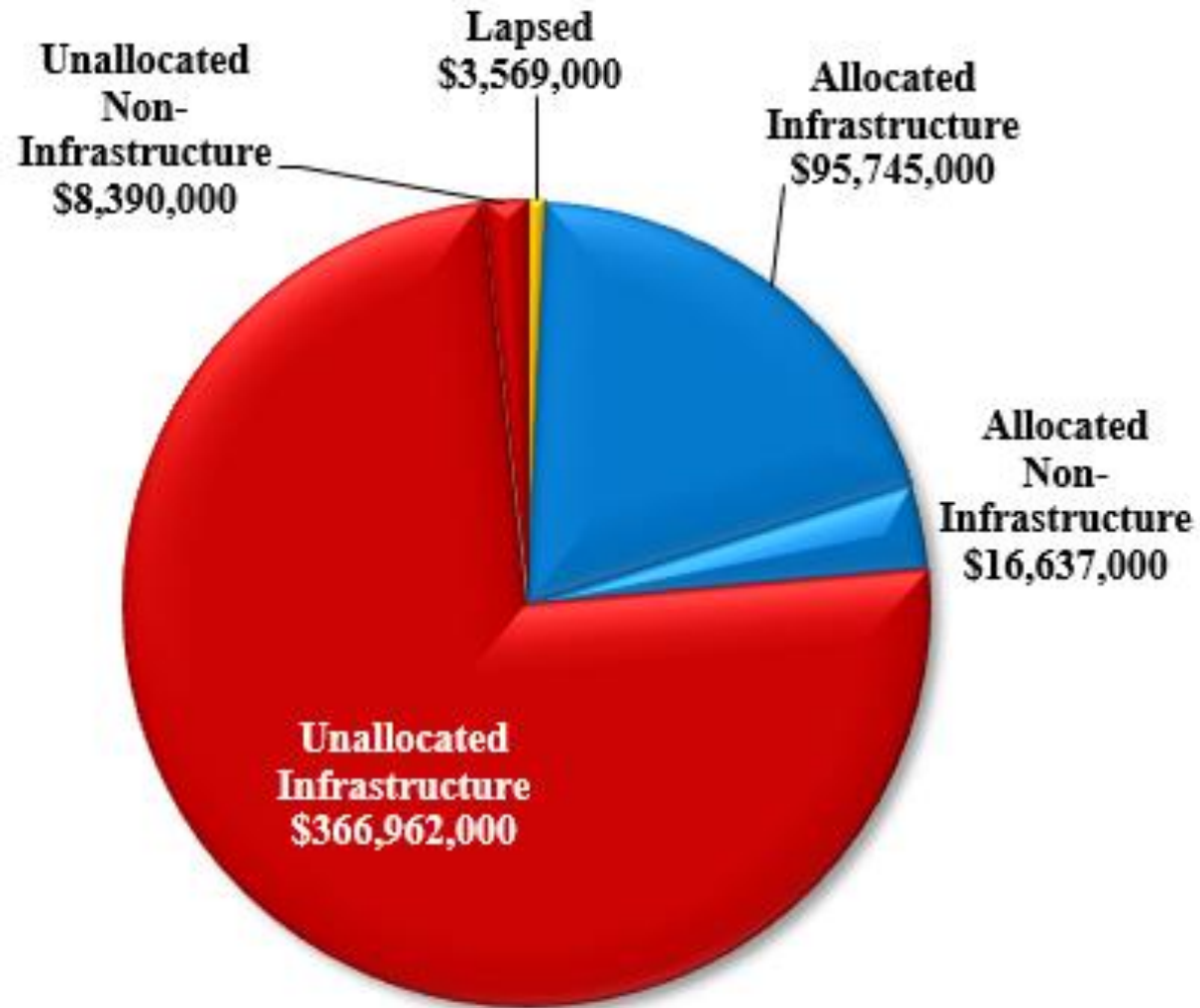
Completion expected by 02/28/2022



FY 20-21

Completion expected by 02/28/2023

ALLOCATION RATE CYCLE 3



- ❑ Project reporting in process:
 - *Progress, Completion and Final*

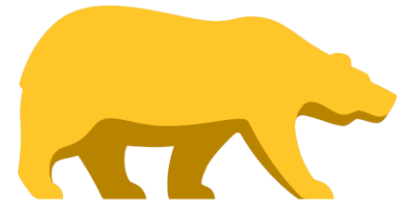
17% Allocation Rate

Cycle 3 Completion expected by 02/28/2023



CUDAHY CITYWIDE PEDESTRIAN CROSSWALK IMPROVEMENT PROJECT ATP CYCLE 1

City of Cudahy



CUDAHYCA
OPEN MINDS, OPEN DOORS

PROJECT LOCATION (CUDAHY)

- Cudahy was incorporated in November 10, 1960 and situated in Southeast Los Angeles next to the L.A. River and 710 Freeway, Cudahy is both a small city and part of a large metropolis. It boasts a unique name and a colorful only-in-California history. Cudahy is the second smallest city in Los Angeles County (1.2 sq mi), but with one of the highest population densities of any incorporated city in the United States.
- The City of Cudahy is part of the Southern California Association of Governments (SCAG)

BACKGROUND CUDAHY ATP

The City of Cudahy is an urban community with approximately 26,000 residents. The City is located in central Los Angeles County, approximately 10 miles south of downtown Los Angeles. 90-95%% of households are renters and about 5-10% are homeowners.

The City of Cudahy has been striving to accommodate both existing and future pedestrian demand, with efforts including:

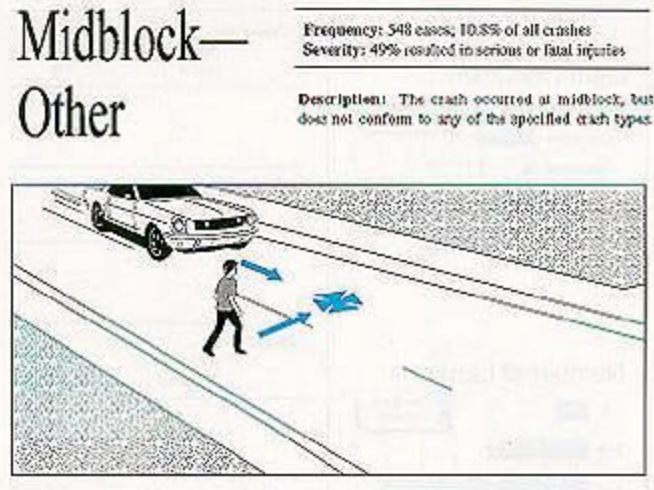
- Partnering with local schools to pursue safe routes to school funding
- Providing enhanced marked crossings near area schools

BACKGROUND CUDAHY ATP (Cont).

Based on the 2009 California Office of Traffic Safety (OTS) safety rankings of California cities, Cudahy ranked 8th out of 98 California cities for the number of pedestrian collisions by average population, in the “number of pedestrian injured or killed” category, with 1st being the worst. When looking at the ranking based on daily vehicle miles traveled for cities in the same population group, Cudahy ranked 2nd out of 93. From 2008 to 2010, no pedestrian fatalities were reported within Cudahy.

BACKGROUND CUDAHY ATP (Cont).

In a community of 26,000 residents with 5,051 families having 81.4% of children enrolled in preschool – high school; the Cudahy Citywide Pedestrian Crosswalk Improvement Project – ATP Cycle 1 focuses on crosswalks directly in front and within the immediate vicinity of the (5) schools located in the City of Cudahy & access to the LA River



CUDAHY ATP PURPOSE

The purpose of the City of Cudahy ATP Program 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

PROJECT DESCRIPTION

- In order to accommodate the large population of pedestrians and bicyclist, the project's purpose is to address the immediate need by increasing the safety of all crosswalks directly in front and within the immediate vicinity of the five schools located in the City of Cudahy; as well as, increase safety and usage of the City's access points to the LA River Pedestrian/Bike Path and other traffic calming measures.

PROJECT DESCRIPTION (Cont).

The project includes the following improvements:

- Rectangular Rapid Flashing Beacons (RRFB),
- Overhead signs
- Triple Four Crosswalk with reflective markers;
- Blinker sign pedestrian & bike path LED Warning System;
- Flashing stop signs;
- High visibility traffic striping with reflective markers;
- Construction of raised medians; curb extensions and/or bulb outs;
- Re-construction of wheelchair ramps for ADA compliance;
- Redesign Drop-off/ Pick-up areas near schools to ensure pedestrian and bicyclist safety; and
- Other traffic calming measures as deemed necessary



TRAFFIC CALMING DEVICES



STANDARD CROSSWALK MARKING PATTERNS

PROJECT NEED/ JUSTIFICATION

- The purpose of this infrastructure project is to enhance safety features on crosswalks directly in front and within the immediate vicinity of the five schools located in the city of Cudahy; as well as, the City access point to the LA River Pedestrian/Bike Path.
- The above mentioned improvements will increase pedestrian's mobility, access, distinctly separate pedestrians from vehicles, and improve the overall quality of service and safety. Before existing conditions included: non-controlled mid-block pedestrian crosswalks or no pedestrian crossings.

PROJECT DATA

- According to the most recent Census data (2008-2012 American Community Survey) 84.4% of people over the age of 16 commute of which only 3.6% walk to their destination.
- A portion of the collision data & recommendations were based on “City of Cudahy of Pedestrian Safety Assessment” report prepared in 2013 by University of California Berkeley, Institute of Transportation Studies.
- California State Polytechnic University, Pomona provided the City with recommendations based on data collections for the use of pedestrian crosswalks
- The majority of the data concerning traffic collisions was collected through (tims.berkeley.edu) Transportation Injury Mapping System (TIMS)

ELIZABETH LEARNING CENTER TRAFFIC & PEDESTRIAN ANALYSIS AND RECOMMENDATIONS



PROJECT COST - COST/RATIO

- Project Budget: \$1,270,100
- The Benefit Cost calculation was prepared with the aid of Transportation Injury Mapping System (TIMS) provided by tims.berkeley.edu/tools. The City selected the top three countermeasures that best encompass the overall scope of work (add intersection lighting, install flashing beacons as advance warning, install pedestrian crossing) for the proposed project. The Benefit Cost Results indicates a Total Benefit of \$6,633,444 / Total Cost of \$1,270,100 = B/C Ratio of 5.22.

PUBLIC PARTICIPATION/COMMUNITY OUTREACH

- The City of Cudahy conducted a walking audit in cooperation with the University of California Berkeley titled; “*City of Cudahy Pedestrian Safety Assessment*”
- Based on local participation and community Feedback received during City of Cudahy Pedestrian Safety Assessment field audits, and a Town Hall meeting, City Staff identified a series of improvements that were site specific according to the need of each location. These community based audits and workshops resulted in the prioritization of immediate improvements of crosswalks to increase signage and visibility.

PROJECT CHALLENGES

- Vehicle and Pedestrian Traffic during Construction

PROJECT BENEFITS

- Reduces speed or volume of motor vehicles
- Improves sight distance and visibility
- Improves compliance with local traffic laws
- Eliminates behaviors that lead to collisions
- Addresses inadequate traffic control devices
- Addresses inadequate bicycle facilities, crosswalks or sidewalks

PROJECT BENEFITS (Cont).

- **Health:** The project seeks to reduce the rates of obesity through encouraged walking with the improvements to the City's pedestrian's crosswalks and direct access to the LA River Bike/Pedestrian Path. City of Cudahy is part of the Los Angeles County where there exists a prevalence of obesity at a rate of 20-24% according to UCLA Center for Health Policy Research.

MIDBLOCK PEDESTRIAN CROSSWALK AT ELIZABETH LEARNING CENTER (ON CLARA STREET)



MIDBLOCK PEDESTRIAN CROSSWALK AT ELIZABETH LEARNING CENTER (AT CLARA STREET) STUDENTS CROSSING



CONTROLLED MIDBLOCK PEDESTRIAN CROSSWALK AT TERESA HUGHES ELEMENTARY SCHOOL



MIDBLOCK PEDESTRIAN CROSSWALK AT JAIME ESCALANTE ELEMENTARY SCHOOL



CURB EXTENSIONS AND DROP OFF/PICK-UP AREAS AT JAIME ESCALANTE ELEMENTARY SCHOOL



IMPROVEMENTS AT OTIS AVE AND ELIZABETH ST



SOLAR FLASHING STOP SIGNS AT OTIS AVE & ELIZABETH ST



UPCOMING PROJECT (ACTIVE TRANSPORTATION & COMPLETE STREETS PROGRAMS)

- **Wilcox Avenue Complete Streets and Safe Routes to Schools (SRTS) Project – ATP-2**

Funding Source: ATP-2

SOW: Pedestrian Improvements either near schools, mid-block or across major arterials in the City. Installation of safety enhancements & elimination of hazardous conditions

Total Project Budget: \$1,344,000

Status: PS&E (DESIGN) Phase

Thank you!

AARON HERNANDEZ-TORRES, P. E.
CITY OF CUDAHY, CA
ENGINEERING DEPARTMENT

Rural Agency ATP Challenges

ATP Technical Advisory Committee

Maura Twomey

May 29, 2019

Rural Agency ATP Challenges

Overview

- ***Challenges in Developing an Active Transportation Program***
- ***Challenges in applying for ATP funds***
- ***Administrative Challenges***
- ***Project Delivery Challenge***

Challenges in developing an Active Transportation Program

- *Resources for planning & and developing*
- *Technical & engineering expertise*

Challenges in applying for ATP funds

- ***Resources for developing & preparing an ATP application***
- ***Technical & engineering expertise***
- ***Data***

Administrative Challenges

- ***Resources***
- ***Knowledge & experience with the process***
- ***Timing challenges***

Project Delivery Challenges

- ***Project management resources***
- ***Technical & engineering expertise***
- ***Procurement requirements***
- ***Work window***
- ***Other***

Solutions for Rural Agency Challenges

- ***Training***
- ***Technical support throughout entire process***
- ***Better access to data***
- ***Sharing, pooling of resources***

Rural Agency ATP Challenges

Questions???

INTERIM

COUNT METHODOLOGY GUIDANCE

FOR

ACTIVE TRANSPORTATION PROGRAM (ATP)



This Interim Count Methodology Guidance (Interim Guidance) is intended to guide ATP applicants and project awardees in meeting the minimum expectations for conducting volume counts, surveys, and evaluation requirements for active transportation projects funded through the Active Transportation Program (ATP).

These instructions are labeled **INTERIM** to acknowledge that more research, feedback, collaboration, and documentation is needed to: 1) determine the number and location of field counts that should be required for varying project types; and 2) estimate the total number of active transportation users within specified project limits based on limited field counts. To this goal, the Active Transportation Resource Center (ATRC) is exploring options for developing more expansive statewide guidance for evaluation of ATP funded projects.

This interim guide covers the following five topics that represent central steps to ensure that ATP applicants and awardees provide consistent and uniform project-volume data in their applications and in subsequent project progress and completion reports:

1. Determining the Type of Count Data Collection Needed Page 3
2. Determining the Number of Count Locations Needed Page 4
3. Selecting Count Locations Page 7
4. Conducting Pedestrian and Bicycle Counts Page 9
5. Estimating the Total Volume within the Project Limits Page 11

The Interim Guidance provided here should be considered for all new ATP project applications and for all ATP-funded projects that have not yet completed the collection of data for evaluation of their projects. Recognizing the vast range of evaluation and data collection techniques that exist for collecting data on bicycle and pedestrian trips, agencies wishing to utilize methodologies that do not conform to these standards should secure approval of their methodology from the Caltrans ATP Office prior to initiating data collection efforts.

1. Determining the Type of Count Data Collection Needed

The ATP currently funds infrastructure, non-infrastructure, and planning project types, as well as projects that combine infrastructure and non-infrastructure strategies. While these project types necessitate different ways to collect the data, all projects are required to collect the necessary count data so that Caltrans can report on the impact of ATP investments in relation to the ATP's legislated goals and the California Transportation Commission's SB 1 Accountability Requirements. Table 1 summarizes the preferred type of volume data that is needed for each project type. For projects that include infrastructure and non-infrastructure components a combination of data collection strategies should be used.

As shown in Table 2, for Safe Routes to School (SRTS) and community/jurisdiction-wide non-infrastructure projects, obtaining field counts is not considered an ideal methodology for project evaluation purposes. Instead, project-specific surveys and/or modeling may be more appropriate. If an agency believes an alternative method of data collection would be more suitable, it must have its methodology approved by the Caltrans ATP Office prior to beginning their data collection.

For Planning projects, obtaining "Before/After" counts will not show any meaningful difference in volumes until the plan is implemented. Therefore, agencies awarded for Planning projects must only conduct one set of counts ("Before" for future projects) which can help set a baseline for future evaluation. Planning projects should use the Community Wide/Jurisdiction Wide Non-Infrastructure guidance in Table 1. SRTS Plans should use the SRTS NI guidance in Appendix A.

A variety of methodologies exists for collecting volume counts (Please see a list of references at the end of this guidance). Common methods include screenline counts, intersection counts, student travel tallies, and parent and/or community-wide surveys. In addition, within a particular methodology there are often many varieties of counting. For example, screenline counts can be completed manually, by video, using automated technologies, etc. Surveys can be administered online or in-person. This Interim Guidance provides standard expectations for volume counts for each type of ATP project type. This Interim Guidance seeks to follow national best practices and to accommodate existing regional pedestrian and bicycle count practices across California.

Count Data Collection Methods (Table 1)				
ATP Project Types	Recommended Count Type		Alternative Count Type	
	Method	Duration	Method	Duration
Infrastructure Corridor OR Infrastructure Intersection (Including SRTS Infrastructure projects)	Automated 24 Hour Manual Count from Video 24 Hour	One Week	Manual In-field Counts Peak Period	2 Hour Weekday (T,W,TH) 7 – 9 AM 4 – 6 PM and Saturday 11 AM - 1 PM*
Safe Routes to School Non-Infrastructure	Class Room Student Travel Tallies (at each school in project)**	Two Days for Tallies	Automated or Manual Volume Counts (Per Infrastructure Recommendations)	
Community Wide/ Jurisdiction Wide Non-Infrastructure	Surveys/ Modeling (Requires Caltrans Approval)	Variable	Automated or Manual Volume Counts (Per Infrastructure Recommendations)	
<p>*For manual counts, it is recommended that counts be taken on three consecutive days plus weekends. However, resources may not always permit this level of data collection. If resources do not permit the full data collection, one weekday am/pm peak + one Saturday count will suffice.</p> <p>** See Appendix A for details on the Student Travel Tallies.</p>				

2. Determining the Number of Field Count Locations Needed

Active Transportation Program projects vary greatly in size, shape, and type, and each of these variables directly impacts the number, location, and types of data collection efforts that are necessary to measure project success. There are well-established common practices for conducting the physical active transportation field counts (as discussed in the following sections) but little state or national guidance exists on how to determine the number and location of field counts necessary to establish reliable estimations of the total number of active transportation users within a specified project limit.

The goal of this Interim Guidance is to establish a minimum number of count locations for the widely varying ATP project types that accounts for both the limited resources available to conduct counts and the need for developing reliable user estimates for ATP reporting. This document establishes interim guidance on this topic with the understanding that it can be adjusted as more research, feedback, and data becomes available.

While this Interim Guidance acknowledges that the minimum “number” of counts is being intentionally constrained to reduce the burden on agencies implementing ATP projects, there is also an expectation that projects seeking larger amounts of ATP funding are expected to provide higher levels of ‘before vs. after’ project evaluation data. Therefore, this guidance requires larger ATP projects to provide more field count locations.

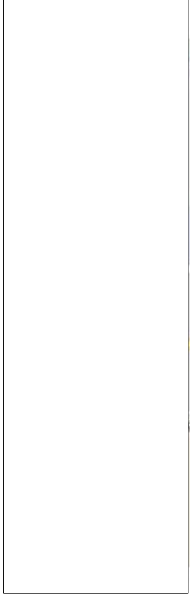
For projects that include both infrastructure and non-infrastructure components, a combination of data collection strategies should be used, however, the combined count requirements could produce an unintended burden on the agency. If an agency believes this applies to their project, they must have their methodology for the total number of count locations/types approved by Caltrans ATP Office prior to beginning their data collection.

The following tables provide simple, high-level guidance to ATP applicants and project implementers when determining the required/recommended evaluation to determine project success for either Infrastructure (Table 2) or Non-Infrastructure (Table 3) projects. .

Data Collection Requirements for Infrastructure Projects (Table 2)		
ATP Infrastructure Project Types*	Minimum Required # of count locations	Alternative Minimum Required # of count locations
Small Infrastructure Projects (Total Project Cost less than \$1.5M)	1	0.10 * Total Centerlane Miles of Project
Medium Infrastructure Projects Multiple Corridors/Intersections and Networks (Total Project Cost between \$1.5M and \$7M)	1 per two Corridors or Intersections	0.10 * Total Centerlane Miles of Project
Large Infrastructure Projects Multiple Corridors/Intersections and Networks (Total Project Cost greater than \$7M)	1 per Corridor or Intersection	0.10 * Total Centerlane Miles of Project
*Includes SRTS Infrastructure Projects		

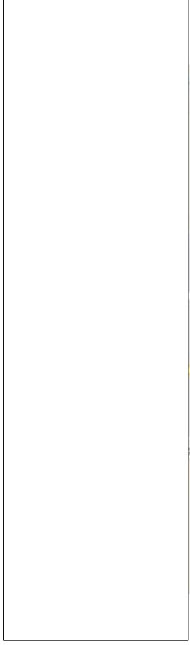
Data Collection Methodology for Non-Infrastructure Projects (Table 3)		
ATP Non-infrastructure Project Types	Minimum Required #	Alternative Minimum Required #
Safe Routes to School Projects	1 Set of Tallies*/School	N/A
Community/ Jurisdiction Wide	Survey**	Modeling**
*See Appendix A for details on the Student Travel Tallies. **Survey and modeling methodologies should be reviewed and approved by Caltrans prior to data collection.		

The following four examples demonstrate the wide variety of ATP Infrastructure projects. With each of these example projects, the number and location of field counts necessary to establish reliable estimations of the total number of active transportation users within the project limits would vary.



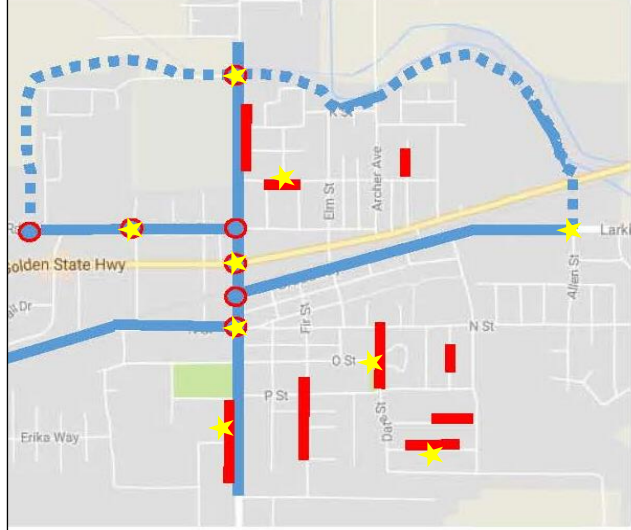
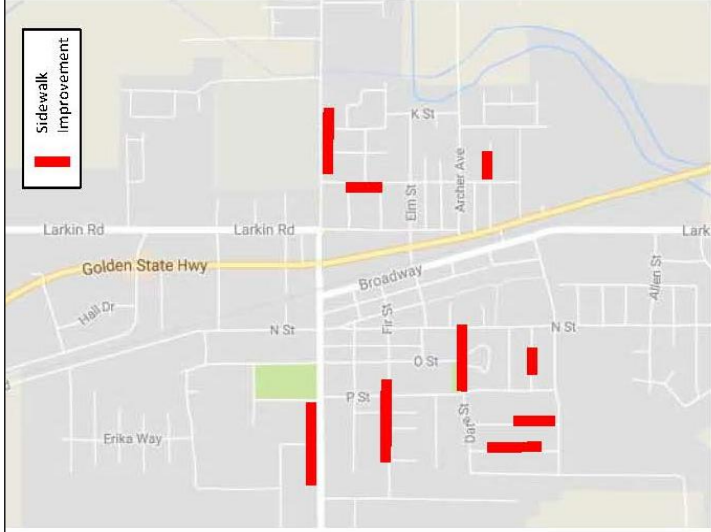
Example 3: \$1.4M total project cost (Small)

- Only 1 field count is required
- Conduct count at a location with highest number of expected users.



Example 4: \$10M total project cost (Large)

- 5 bike corridors, 7 intersections, 9 sidewalks = 5-9 field counts are required
- Ideally counts would be taken at locations where data could be collected on both modes to reduce the total number of required counts.



3. Selecting Field Count Locations

Knowing that the number of active transportation field-counts for ATP project applications is constrained, it is critical that applicants carefully select the most effective locations for their limited counts. There is no set formula for determining the best count locations, but instead there are some generally accepted best practices that need to be combined with the project implementer's knowledge and judgement of the project limits.

The following [National Bicycle and Pedestrian Documentation \(NBPD\) Project](#) criteria are recommended for short-duration (week long or peak period) counts:

- Locations where pedestrian and bicycle activity is high (downtowns, near schools, parks, etc.) to increase accuracy;
- Representative locations in urban, suburban, and rural locations;
- Key corridors that can be used to gauge the impacts of future improvements;
- Locations where counts have been conducted historically;
- Locations where ongoing counts are being conducted by other agencies through a variety of means, including videotaping;
- Gaps, pinch points, and locations that are operationally difficult for bicyclists and pedestrians (potential improvement areas);
- Locations where either bicycle and/or pedestrian collision numbers are high; and
- Select locations that meet as many of the criteria as possible.

In the case of ATP projects, the following should also be considered:

- For corridors where a single count is being conducted, it should be centrally located along the corridor or at a location where volumes are expected to be high;
- For networks, counts should be spread throughout the network in varying land uses, on varying roadway types, and in locations where future improvements are expected;
- For long corridors, multiple count locations will improve the accuracy of user volume estimations.

Additional guidance on siting count locations can be found in the following resources:

- 2016 FHWA Traffic Monitoring Guide (TMG) (Chapter 4):
https://www.fhwa.dot.gov/policyinformation/tmguidetmg_fhwa_pl_17_003.pdf
- Nation Cooperative Highway Research Program (NCHRP) 797 – Guidebook on Pedestrian and Bicycle Volume Data Collection (Chapter 3):
<https://www.nap.edu/catalog/22223/guidebook-on-pedestrian-and-bicycle-volume-data-collection>
- Washington State Department of Transportation – Collecting Network-wide Bicycle and Pedestrian Data: A Guidebook for When and Where to Count (Chapter 4):
<https://www.wsdot.wa.gov/research/reports/800/collecting-network-wide-bicycle-and-pedestrian-data-guidebook-when-and-where>
- SCAG Active Transportation Database (Creating a Count Program):
<https://atdb.scag.ca.gov/Pages/Tutorials.aspx>

For Safe Routes to School (SRTS) Infrastructure projects, there should be at least one count at each school served by the project. Count location (s) should be conducted along the improved route where volume is expected to change. As previously noted, SRTS non-infrastructure

projects instead of field-counts, agencies can work with local school administrators to administer in-classroom Student Travel Tallies to determine the number of students walking to and from school (Please see Appendix A).

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4. Conducting Pedestrian and Bicycle Counts:

In an effort to create consistency for ATP applications/projects in how counts are conducted and the resulting data, this Interim Guidance establishes baseline requirements for counts and recommends that all fields-counts be consistent with [Southern California Association of Governments \(SCAG\) Active Transportation Database](#). Agencies not wishing to use SCAG's methodology and database should follow the guidance in the Federal Highway Administration 2016 TMG and/or The NCHRP Report 797 (listed on page 7 as well as in the Reference section). All of these best practices will impact the resulting count data and are required to be followed for ATP projects:

- a) General consistency for all methods
 - a. All counts should happen six months before the project is implemented and again six months after it is completed. If this timeframe would make item *b* below impossible, the agency should receive approval for an alternative date. Agencies are encouraged but not required to conduct additional counts two years after the project has been completed, to allow projects to come to "maturity."
 - b. Before and after counts are to be collected at the same location on the same days of the week, the same time(s) of day, and the same week of the year. This will reduce the chances of variability due to seasonal or daily changes in travel behavior.
 - c. If inclement weather or another constraint is present, counts should be rescheduled to the next possible day that is the same day of the week. For example, if the count was expected to take place on a Tuesday-Thursday-Saturday during the second week of July, and it rained, the count should be rescheduled for the Tuesday-Thursday-Saturday in the third week of July.
 - d. Consistency related to location, time of year and weather conditions is extremely important and should be planned for prior to initiating data collection.
- b) Consistency in tracking and recording data in before and after counts:
 - a. Counts should be consistent with the 2016 TMG format.
 - i. In basic terms this means that directionality (flows) and the mode of travel should be captured for each facility being measured. For example, a typical screenline count on a two way street with sidewalks would have four facilities (two sidewalks and either two bikeways or two general travel lanes) and a minimum of eight mode/direction combinations. This assumes only bikes and pedestrians are counted. If wheelchairs and other wheeled devices are captured there would be sixteen combinations. *SCAG's Active Transportation Database is consistent with this methodology. Agencies interested in using SCAG's methodology and storing their data in the database should contact atdb@scaq.ca.gov to discuss coordination.*
 - ii. Alternatively, aggregate information can be gathered for a location for all facilities in each direction for each mode/direction combination. This method is usually used for trails or with manual counts using paper tally sheets to reduce the complexity for the counter.

- b. Counts should be conducted at the lowest level of aggregation possible. Typically for automated counters, this can be done with timestamps for each bicyclist or pedestrian. SCAG's mobile Bike Ped Counter application also allows for timestamped data for each record. For manual counts, data should be aggregated into 15 minute increments or bins. fifteen (15) minute bins are also acceptable for automated counters.
- c. Manual Counts:
 - i. For manual screenline counts, SCAG has developed a paper count form and a mobile application that can be used to count locations: <https://atdb.scag.ca.gov/Pages/Tutorials.aspx>. As noted above, agencies can use other formats if they conform to Federal Highway Administration 2016 TMG and/or The NCHRP Report 797.
 - ii. For manual intersection counts, NCHRP 797 (pg. 119-120) should be consulted and a 12 movement method should be used to capture entry and exit of each bicyclist and pedestrian. Agencies can use other formats if they conform to the TMG standards.
 - iii. User data such as helmet use, gender, and age should be captured if and when possible.
 - iv. Data should be collected for a minimum of six hours at each location including the AM, PM, and weekend peak hours. Ideally, counts would be taken on three consecutive weekdays or for a continuous 12 hours to provide more accurate measurements.
- d. Automated Counts:
 - i. Automated Counts should be completed for a minimum of 24 hours per day for one week.
 - ii. A variety of technologies and methods currently exist for collecting both bicycle and pedestrian counts. Please see references at the end of this document that include recommendations on technology types.
- c) Safe Routes to School Non-Infrastructure
 - a. Appendix A has additional guidance for conducting student travel tallies.
 - b. If the project only spans one school year, tallies should be taken on the same day of the week on days with similar temperature and weather conditions.
- d) Community wide/ Jurisdiction wide Non-Infrastructure
 - a. Surveys should include a statistically significant sample size for the population being surveyed. Special care should be taken to make sure significance levels can be met for smaller demographic or user groups within the study population.
 - b. Surveys can utilize in-person or electronic methods, but implementers should consider how the target community will access the platform and resource the effort accordingly. This may require paid staff to conduct surveys in person.
 - c. Modeling efforts should be conducted in partnership with county and regional planning organizations whenever possible.
 - d. The use of big data will be considered by Caltrans on a case by case basis until final guidance on this topic can be developed. Agencies wishing to use big data sources should secure prior approval.

5. Estimating the Total Volume (Number of Users) within the Project Limits:

Once the actual field-count data has been collected (manual or automated or surveys), the final step in the ATP reporting process is to estimate the total number of active transportation users within the proposed project limits.

For the Active Transportation Program, the units for a project's total number of users are to be in Daily Pedestrian Trips and Daily Bicycle Trips

For this Interim Guidance, the priority has been to establish a consistent, repeatable approach for estimating the total number of users for the individual ATP projects. Due to time constraints, less priority has been given to provide guidance on determining numeric-accuracy of the resulting total number of users. In this guidance, the number of factors and the complexity of the adjustment calculations are again being intentionally constrained.

This ATP guidance breaks the calculation process into two parts:

1. Average Daily Volume Per Segment/Intersection:
 - For locations with partial-day field counts, convert them into an estimation of the "Daily Trips."
 - This will require daily automobile travel patterns or average daily traffic patterns for the segment or intersection.
 - If data for the location is not present, the agency should use similar data from a nearby location for developing the ratios.
 - A ratio should be developed for the count hours that have been taken over the average total automobile traffic for the day.
 - The ratio should be applied to the bicycle and pedestrian data to estimate an average daily bicycle and pedestrian volume.
 - Use this number in Step 2.
 - For locations with 24 hour count data, average the Monday-Friday volumes to create a Weekday Volume Estimate. Use this number in Step 2.
 - Repeat for each segment/intersection.
2. Total Project Volume:
 - If only one segment or intersection exists, use the number from step 1.
 - If multiple intersections exists, sum the numbers from each corridor segment or sum the numbers from each intersection.
 - If a project includes both intersection and corridor counts, choose one type of counts and sum the numbers from Step 1.
 - If the project includes segments or intersections that were not counted, use estimates from a similar location where counts were taken. Document each location where this occurred. A similar location would include similar traffic volumes, land uses, densities, etc.

Appendix A – Interim SRTS NI Count Guidance

This guidance addresses minimum standards for evaluation data collection for ATP Safe Routes to School Non-Infrastructure awardees. All ATP applicants and awardees must do the necessary advanced preparation to ensure pre- and post-project data collection protocols meet the following requirements for each school targeted by the project or covered under the umbrella of the project for a school district/region-wide project:

- *Utilization of the National Center for Safe Routes to School (NCSRTS) Student Travel Tally form and protocol OR utilization of an existing regional or local Student Travel Tally form that captures student travel mode data similar to the NCSRTS tool. NCSRTS forms and an online data management system is available, free of charge, at <http://saferoutesdata.org>. Please check with your MPO to see if an alternate form may be available.*
- *Administration of the Student Travel Tally on two (2) separate days within the same week.*
- *Consistent timing of pre-project implementation ('Before') data collection:*
 - Within six (6) months prior to the implementation of the first ATP public education, encouragement or enforcement activity, and
 - Within the regular school year.
- *Consistent timing of post-project implementation ('After') data collection:*
 - Within six (6) months after the completion of the last ATP public education, encouragement, or enforcement activity;
 - Within the regular school year; and, if possible,
 - Within the same month and roughly the same days during which the 'Before' data collection occurred.

ATP awardees that conducted Student Travel Tally counts as part of their ATP application may be able to use that data for their 'Before' count reporting requirements if the standards meet the standards above and were conducted within a year of the program's initial education, encouragement, or enforcement activity start date. Agencies must verify this allowance with the Caltrans ATP NI Program Manager and will need to document this information as part of their ATP reporting requirements.

ATP applicants and awardees must submit tally summary reports for each school and/or aggregate reports that combine data from multiple schools as part of their applications and/or project reporting requirements. Additional assistance on meeting the data collection requirements is available from the Active Transportation Resource Center by emailing atsp@cdph.ca.gov.

(Appendix A continued)

Overview of the Safe Routes to School Evaluation Data System

In 2006, the National Center for Safe Routes to School (NCSRTS) (www.saferoutesinfo.org) developed a centralized data collection and reporting system to evaluate the uptake of the Federal SRTS Program. Use of the NCSRTS Data System has the potential to save valuable ATP resources by eliminating the need for ATP SRTS NI awardees to design their own data collection process. This system is available online at <http://saferoutesdata.org/>. Use of the data system is free for participating SRTS practitioners.

The NCSRTS' Data System allows local, regional, and state SRTS partners to enter/view data from a standardized Student Travel Tally form. The system can generate summary reports to make it easy to share findings about walking and biking rates for students.

Overview of NCSRTS Student Travel Tally form

The Student Travel Tally form captures how students get to and from school over a few days (Tuesday – Thursday) in a given week. This form requires an in-class hand-raising protocol to collect data and a prepared individual to count and record the data on either electronic or paper form.

The NCSRTS Student Travel Tally demonstrates high test-retest reliability and validity with parental responses. More information is available here: <https://activelivingresearch.org/reliability-and-validity-safe-routes-school-parent-and-student-surveys>

The image shows a 'Safe Routes to School Students Arrival and Departure Tally Sheet'. At the top, it asks for 'School Name' and 'Teacher's Last Name'. Below that is a grid for recording arrival and departure times for each student. The grid has columns for 'Arrival' and 'Departure' and rows for each day of the week (Monday through Thursday). A 'Key' section defines transportation modes: Walking, Bike, School Bus, Family Vehicle, Carpool, Transit, and Other. The form also includes instructions for use and a section for comments.

ATP applicants/awardees must register for an account at <http://saferoutesdata.org> to use the NCSRTS Data System.

The NCSRTS has prepared a helpful resource entitled, *Navigating the Data System 2.0*, to assist data system users with getting started:

http://saferoutesdata.org/downloads/SafeRoutesData_NavigatingtheDataSystem_2.0.pdf

Additional support is available by contacting: data@saferoutesinfo.org

Additional tips from the NCSRTS for Working with Schools

http://guide.saferoutesinfo.org/evaluation/ways_to_collect_information.cfm

Data collection will require close coordination with the school. Schools may have rules about collecting information from students. Data collection will require time and commitment from teachers, school staff, and administrators in order to be successful. Please consider the tips in this guidance.

References

2016 FHWA Traffic Monitoring Guide (TMG) (Chapter 4):

https://www.fhwa.dot.gov/policyinformation/tmguidetmg_fhwa_pl_17_003.pdf

Nation Cooperative Highway Research Program (NCHRP) 797 – Guidebook on Pedestrian and Bicycle Volume Data Collection (Chapter 3)

<https://www.nap.edu/catalog/22223/guidebook-on-pedestrian-and-bicycle-volume-data-collection>

Washington State Department of Transportation – Collecting Network-wide Bicycle and Pedestrian Data: A Guidebook for When and Where to Count (Chapter 4):

<https://www.wsdot.wa.gov/research/reports/800/collecting-network-wide-bicycle-and-pedestrian-data-guidebook-when-and-where>

SCAG Active Transportation Database (Creating a Count Program):

<https://atdb.scag.ca.gov/Pages/Tutorials.aspx>

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Takeaways from ATP TAC Subcommittee Meetings on Alternative Reporting Measures

- Alternative reporting could serve maybe 5-7 benefits and each could rely on different metrics from which jurisdictions may select the most suitable for their project(s).
- Jurisdictions should not be allowed to provide custom metrics or benefits.
- Discussion, and different opinions, on whether to merge reporting requirements for IF and NI projects
 - General agreement on merging IF & NI reporting requirements so long as the benefits are the same, but different metrics are available for different types of projects (IF or NI).
- General agreement on plans requiring few to no reporting measures.
 - Potential metrics to integrate into existing report forms include:
 - Number of IF and NI projects listed in the plan
 - Number of public engagement events held
 - Number of attendees at public engagement events
 - Resolutions/ordinances passed in tandem and in support of the plan
- Discussion on DAC metric serves different benefits. Should DAC be its own benefit? Perhaps solicit finer-tuned reporting for this benefit/metric.

Questions/Discussion Points for ATP TAC

1. Do you agree with the idea to have a fixed, small number of benefits but an array of metrics from which jurisdictions may select the most appropriate ones for their project(s)?
2. Do you think reporting requirements for plans should be limited to those listed above?
3. Should DAC be its own benefit? If so, which metrics should be applied?
4. Are there benefits/metrics not included that you think should be included?
5. Does it make sense to have qualitative assessments for some metrics, and include them in a report? The idea here was that the CTC could take examples from project reporting to include in its reports. If so, which ones? How do we do this in a way that is not imposing additional burden on applicants?

Alternative Reporting Measures Brainstorm

	Type of Benefit	Proposer	Metric 1	Metric 2	Metric 3	Metric 4	Metric 5
1	Economic - Direct	Tony	# of construction jobs supported by project	# of positions supported by project for NI projects (in FTE)	# of applications for improvements received (to properties where businesses are located)		
2	Economic - Equity	Tony	Use of Local Hire provision in contracting (Y/N)	Use of Project Labor Agreement in contracting (Y/N)	Use of the CCC (Y/N)	\$ amount of project going to SDBE	Breakdown of positions funded by project by race, ethnicity, and wage
3	Economic - Indirect	Tony	Business corridor revitalization (either qualitative or analysis of gross sales receipts pre and post project: likely analyzed at programmatic level)	# of new locally-owned businesses	Decrease in commercial vacancies		
4	Benefits to DAC residents	Tony	% increase in perception of improved safety (qualitative survey)	% increase in reported comfort walking and biking (qualitative survey)	% of DAC qualifying projects located in severely DAC (programmatic benefit)	# of projects providing substantial benefits (i.e. scores 8/10) (programmatic benefit)	
5	Green Infrastructure	Keith	# of shade trees included in project	# of green stormwater components (e.g., bioretention planters/swales, rain gardens) included in project	Use of permeable pavement practices (Y/N)	% of project that includes green infrastructure components	
6							
7	Improved Access to Key Community Destinations	Tony	Minimum Cross-Community N/S & E/W corridor alignments (connecting to key destinations) planned.	% of total planned corridor alignments (mileage/feet) built.	% of total destinations included in planned network connected.		
8	Safety-Personal Security		# of or % of project integrating pedestrian-scale lighting	% increase in perception of improved safety (qualitative survey)	Use of CPTED practices (Y/N)		
9	Reduced traffic on corridor		% of motorized user reduction in project area				
10	Lower Traffic Speed	April	% of projects that have resulted in lower traffic speeds on facilities				
11	Public Health	April	Surveys to determine increase in activity levels esp. SRTS project				
12	Transit Access Improvement	April	# of new connections to Transit-First/last mile. (minimum of 1/4 mile approach? 1/2 mile?)				
13	Equity	April	# ADA access improvements				

Alternative Reporting Measures Configured for focusing on a few Benefits

	Economic Benefit
1	# of construction jobs supported by project
2	# of positions supported by project for NI projects (in FTE)
3	# of applications for improvements received (to properties where businesses are located)
4	Use of Local Hire provision in contracting (Y/N)
5	Use of Project Labor Agreement in contracting (Y/N)
6	Use of the CCC (Y/N)
7	\$ amount of project going to SDBE
8	Breakdown of positions funded by project by race, ethnicity, and wage
9	Business corridor revitalization (either qualitative or analysis of gross sales receipts pre and post project: likely analyzed at programmatic level)
10	# of new locally-owned businesses
11	Decrease in commercial vacancies
12	% increase in perception of improved safety (qualitative survey)
13	% increase in reported comfort walking and biking (qualitative survey)
14	% of DAC qualifying projects located in severely DAC (programmatic benefit)
15	# of projects providing substantial benefits (i.e. scores 8/10) (programmatic benefit)

	Safety & Perceived Safety/Security
1	% increase in perception of improved safety (qualitative survey)
2	Use of CPTED practices (Y/N)
3	# of or % of project integrating pedestrian-scale lighting
4	Fewer injuries/fatalities than before project
5	Project's route resulted in fewer active transportation collisions than problem area that generated need for project
6	Fewer crimes reported on project's alternate route than problem area that generated need for project
7	Percent reduced vehicular volumes on corridor
8	Lower traffic speed
9	Walking school buses (NI) - How many participants? How many continued after NI program finished?
10	Chaperone programs (NI) - How many participants? Survey responses before and after?
11	Increase in Law Enforcement (NI) - Survey users perceived safety before and after. Do they feel safer?

12	Community members educated, campaigns implemented (NI) - Survey before and after. Are they now aware of AT benefits and routes/programs near them?
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Improved Access/Mobility Equity	
1	# of new connections to Transit-First/last mile. (minimum of 1/4 mile approach? 1/2 mile?)
2	# ADA access improvements
3	Minimum Cross-Community N/S & E/W corridor alignments (connecting to key destinations) planned.
4	% of total planned corridor alignments (mileage/feet) built.
5	% of total destinations included in planned network connected.

Public Health	
1	Surveys to determine increase in activity levels esp. SRTS project
2	Surveys to determine improved quality of life (parks, fresh air, beautification)

Green Infrastructure Benefits	
1	# of shade trees included in project
2	# of green stormwater components (e.g., bioretention planters/swales, rain gardens) included in project
3	Use of permeable pavement practices (Y/N)
4	% of project that includes green infrastructure components
5	Survey users perceptions before/after project (air quality, aesthetics, comfort, etc.)

Active Transportation Program (ATP)

Additional Benefits Reporting Guide

I. Infrastructure / Non-Infrastructure (NI)

A. From the benefits listed below, identify the **three (3) most significant benefits** that the project achieved:

1. **Economic Benefit**

- Direct economic benefit
- Indirect economic benefit
- Economic equity
- Benefit(s) to DAC residents

2. **Improved Access/Mobility Equity**

3. **Safety & Perceived Safety/Security**

4. **Green Infrastructure Benefits**

5. **Public Health**

B. Briefly describe each benefit that was achieved: (*brief narrative*)

- Benefit 1: _____
- Benefit 2: _____
- Benefit 3: _____

C. Measure of Success

Part 1 – Quantitative Measurement (objective)

Provide the following for each benefit identified above:

- The metric(s) selected for measuring the benefit *
- Why it was the best metric(s) available for reporting on each benefit.
- Quantitative outcome based on metric selected

**Select from the metrics listed on the attached spreadsheet.*

Part 2 – Anecdotal Measurement (subjective)

Provide the following for each benefit identified above:

- Description of the project before and after implementation:

Active Transportation Program (ATP)

Additional Benefits Reporting Guide

- Describe anecdotes of success that articulately and persuasively convey how the project achieved the selected benefits.
- Before and after photos:
 - Photos displaying benefits (before/after implementation, community engagement, etc.)
 - Ideally show the project in use by active transportation users

Select metrics/anecdotes carefully. While multiple metrics/anecdotes may be used to support a proposed benefit, a clear and concise metric/anecdote will convey more than multiple, poorly articulated metrics/anecdotes. (Anecdotes from previous successful projects are listed in the attached PDF.)

II. Plans

1. From the benefits listed below, identify the three (3) most significant benefits that the Plan envisions to achieve:
 1. **Economic Benefit**
 - Direct economic benefit
 - Indirect economic benefit
 - Economic equity
 - Benefit(s) to DAC residents
 2. **Improved Access/Mobility Equity**
 - Transit
 - Key destinations
 3. **Safety – Personal Security**
 - Walking school buses
 - Chaperone programs
 - Increase in Law Enforcement
 - Provide safer alternate routes
 4. **Traffic Safety - Reduced Injury/fatality**
 - Reduced traffic on corridor
 - Lower traffic speed
 - Community members educated
 - Campaigns implemented
 5. **Green Infrastructure Benefits**

Active Transportation Program (ATP)

Additional Benefits Reporting Guide

- Improved Air Quality
- More trees / greenery

6. Public Health

- Increase physical activity
- Improved quality of life (parks, fresh air, beautification)

2. Describe each benefit that the Plan envisions to achieve: (*brief narrative*)

- Benefit 1: _____
- Benefit 2: _____
- Benefit 3: _____

3. Using metrics or anecdotes of success, articulate how the planning process will lead to realizing the identified benefits.

Part 1 – Quantitative Measurement (objective)

- Role of Decision Makers
 - Number of Decision makers involved in the development of Plan? (# of Decision Makers)
 - Elected officials
 - Planning commissioners
 - City manager, traffic engineer
 - Other
 - Extent of Involvement: (Likert scale)
 - Very involved (key partner)
 - Somewhat involved
 - Not involved
- Role of Community
 - # meetings
 - # people attended
 - # walk audits
 - # areas identified for improvement
 - Community development benefits
 - # Identified
 - # Integrated into the plan

Active Transportation Program (ATP)

Additional Benefits Reporting Guide

- Policy - how to assure plan will be useful
 - Incorporated into General Plan (yes/no/in the process)
 - Developed into a Resolution (yes/no/in the process)
 - Developed into an ordinance (yes/no/in the process)

Part 2 – Anecdotal Measurement (subjective)

Provide the following for each benefit identified above:

- **Brief narrative** describing anecdotes of planned success that articulately and persuasively convey how the benefits are envisioned in the plan
- **Photos** displaying process and planned benefits (community engagement, before/after plan, etc.)

Select metrics/anecdotes carefully. While multiple metrics/anecdotes may be used to support a proposed benefit, a clear and concise metric/anecdote will convey more than multiple, poorly articulated metrics/anecdotes.

OUTLINE BRAINSTORM