Regional ATP Instructions

SACOG
Sacramento Area Council of Governments

SIX-COUNTY REGIONAL
2023 ACTIVE TRANSPORTATION PROGRAM
Introduction

Welcome to the 2023 Regional ATP Instructions! We made these to help streamline the application for applicants and reviewers. In this new document, we provide focused instructions and recommendations for leveraging data and information for the best application. Consider referring to this document for assistance in using SACOG’s Project Performance Assessment (PPA) Tool, leveraging maps, and detailed instructions for each question in the Regional ATP application.

In the sections for each question, pay close attention to the Applicant instructions, About the data, and Helpful hint(s) for the most effective ways to use specific PPA information in response to the prompts.

Good luck!

-Regional ATP team
## 2023 Regional ATP Calendar

The calendar below details the milestones for the 2023 Regional ATP, as approved by the SACOG board. See [Regional Active Transportation Program Milestones](#).

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional ATP Policy Framework Approved by SACOG Board</td>
<td>April 21, 2022</td>
</tr>
<tr>
<td>Preliminary Release: Regional ATP Applications Materials ¹</td>
<td>June 8, 2022</td>
</tr>
<tr>
<td>CTC adoption of Regional Policy Framework</td>
<td>June 26, 2022</td>
</tr>
<tr>
<td>Regional ATP call for projects</td>
<td>June 26, 2022</td>
</tr>
<tr>
<td>Regional ATP applications due</td>
<td>August 25, 2022, 4 p.m.</td>
</tr>
<tr>
<td>Release of full State ATP funding recommendations</td>
<td>October 21, 2022</td>
</tr>
<tr>
<td>CTC adoption of State ATP funding recommendations</td>
<td>December 7-8, 2022</td>
</tr>
<tr>
<td>Release of Regional ATP funding recommendations</td>
<td>March 2023</td>
</tr>
<tr>
<td>SACOG Board approval of Regional ATP funding recommendations</td>
<td>April 2023</td>
</tr>
<tr>
<td>CTC adoption of Regional ATP funding recommendations</td>
<td>June 2023</td>
</tr>
</tbody>
</table>

## Project Performance Assessment Tool Instructions

Each project competing in the Regional ATP needs a regional analysis supporting transportation investment decisions at the project level. Project applicants will use the [SACOG Project Performance Assessment tool](#) for this analysis.

1. Go to the **Project Performance Assessment Tool** page.
   a. For **infrastructure projects**, click on the Regional Program tab [كرة القدم] and draw your project on the map
      i. For proposed **trails**, use the project type “Arterial or Transit Expansion”
      ii. For proposed **on-road improvements** (e.g. sidewalks, separated bikeways, etc.), use the project type “Complete Street or State of Good Repair”.

¹ The Preliminary Release of the Regional ATP application provides project sponsors with extra weeks to review the application in advance of the formal call for projects. The official application materials and formal call for projects will follow the CTC adoption of the Regional ATP Policy Framework on June 26, 2022. SACOG staff will identify any changes to the Preliminary Release of the Regional ATP application with the formal call for projects.
1. Use accurate speed limit information and ADT estimates for accurate data outputs.
2. You do not need to estimate the PCI for your ATP project.
   b. For programs or plans that will cover an area, or other projects that cannot easily be drawn on a map, contact SACOG staff for assistance: dfoster@sacog.org.
   c. Optional: Select the Performance Outcomes for your project. All of your needed information will still be in your project report if you skip this step, but it will be in a different order and mixed in with less relevant information.
      i. Reduce VMT
      ii. Encourage Multimodal Travel
      iii. Promote Economic Prosperity
      iv. Make a Safer Transportation System
      v. Promote Complete Streets and State of Good Repair
2. Click “Run” and wait for the report to generate. Depending on your computer, this step may take more than five minutes. You can still use your computer for other work while the report is running.
3. Insert the PPA numeric outputs into the tables in the application and paste the indicated charts from your project’s summary into the project performance sections below.
4. Include the excel output summary table with your electronic application submittal.

This data provides uniform, region-wide, contextual information about the area served by the proposed project, but does not demonstrate what value the project would bring to residents. Applicants are encouraged to use additional local data (when available) to demonstrate project benefits and need.

Maps in support of your application
Maps demonstrate how your project will connect people to destinations, show safety concerns, and provide the context of the area the project will serve. Applicants must include project maps to show proposed improvements and project scope. Additional maps or information can be included in individual responses or in the appendix to show project benefits, connections, and other needed information for an evaluator to rank your project.

*SACOG’s ATP Cycle 6 Mapping Tool* can be viewed at [https://sacog.maps.arcgis.com/apps/instant/basic/index.html?appid=fb6c11e86ed64abfb06d744469374c85](https://sacog.maps.arcgis.com/apps/instant/basic/index.html?appid=fb6c11e86ed64abfb06d744469374c85). This tool provides map layers of previous awarded ATP projects, Disadvantaged Community Indicators, and transit stop locations.

Additional sample maps can be found online: [https://www.sacog.org/post/sample-maps-applications](https://www.sacog.org/post/sample-maps-applications)
1. Increase biking and walking questions

(0-45 points) Suggested length: maximum 3 pages, including data tables/charts from the PPA

Connecting people to destinations (0-15 points)

Location in State ATP application: Use your response to “Potential for Increased Walking and Bicycling”, parts A and B as the starting point for your written response. Address the PPA data for this project and how it helps discuss the project benefits and need.

Applicant instructions: Paste PPA Table: VMT Indicator 3: Access to services* [Tab 1: ReduceVMT]

Helpful hint: In your response, compare the number of services within a 30-min bike or walk for the Project (blue bar below) to the average in the Community Type (orange bar below).

![Example: Base Year Service Accessibility by Mode](image)

About the data: The Base Year Service Accessibility by Mode is the number of services (parks, K-12 schools, higher education facilities, libraries, hospitals, other medical service facilities, grocery stores, pharmacies, clothing stores, and banks) accessible by mode, e.g. within a 30-minute walk or within a 30-minute bike ride, in the project area. This metric is applied to show the total number of services near households and the potential for shorter biking and walking trips.

Strengthening the regional active transportation network (0-20 points)

Location in State ATP application: Use your response to “Potential for Increased Walking and Bicycling”, part B “Describe how the proposed project will address the active transportation need” as the starting point for your written response. Address the PPA data for this project and how it helps discuss the project benefits and need.
**Applicant instructions:** Insert values from PPA Tables for “Multi-modal indicator 1: Street connectivity (total 3- and 4-way intersections per acre)” and “Multi-modal indicator 2: Percent of total network centerline miles that are either off-street bike paths or streets with bike lanes” [Tab 3: Multimodal]

<table>
<thead>
<tr>
<th>Table III.1 Performance Measures Provided by PPA Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data Measure</strong></td>
</tr>
<tr>
<td>Number of 3 and 4-way intersections per acre of the project area (To what extent is the project in, or add to, an area with high street connectivity to encourage walking?) (for on-street projects only)</td>
</tr>
<tr>
<td>Bike lanes and paths/total roadway mileage (To what extent is the project in, or add to, an area supported by a network of dedicated bike facilities?)</td>
</tr>
</tbody>
</table>

**About the data:** The 3- or 4-way intersections per acre is the number of 3-way and 4-way intersections per acre of project area. This metric is applied related to research showing that areas with a higher intersection density are more supportive of walking. This data is only relevant for on-street improvements (e.g., sidewalks).

The bike lane + path / total road mileage is the number of class 1 (trail), 2 (bike lane), and 4 (cycle track) centerline miles in the project area divided by the total number of centerline miles (road miles) in the same area. This metric is applied to quantify how much supporting/connecting bike infrastructure is around the proposed project.

Designing for the intended users (0-10 points)

**Location in State ATP application:** Use your response to “Context Sensitive Bikeways/Walkways” and “Public Participation and Planning” as the starting point for your written response. **Applicant instructions:** Insert the values for the facility speed and AADT.

**Bikeway guidance:** Use the values for the facility speed and AADT to compare your selected bikeway facility to the recommended facility shown in the [FHWA Bikeway Selection Guide](https://safety.fhwa.dot.gov/ped_bike/tools_solve/docs/fhwasa18077.pdf). Figures 9 and 10 from the document are shown below and details the recommended facility.
Figure 9: Preferred Bikeway Type for Urban, Urban Core, Suburban and Rural Town Contexts

Notes
1. Chart assumes operating speeds are similar to posted speeds. If they differ, use operating speed rather than posted speed.
2. Advisory bike lanes may be an option where traffic volume is <3K ADT.
3. See page 32 for a discussion of alternatives if the preferred bikeway type is not feasible.
Pedestrian facility guidance: consider referring to the values for the facility speed and AADT to compare your selected pedestrian crossing facility to the recommended facility included in the FHWA Field Guide for Selecting Countermeasures at Uncontrolled Pedestrian Crossing Locations, found at: https://safety.fhwa.dot.gov/ped_bike/step/resources/docs/fhwasa18018.pdf. Table 1 from the document is shown below and details the recommended facility.
2. Reducing the number and/or rate of pedestrian and bicyclist fatalities and injuries

(0-20 points) Suggested length: maximum 3 pages, including PPA table

Location in State ATP application: Use your response to “Potential for Reducing the Number and/or Rate of Pedestrian and Bicyclist Fatalities and Injuries” as the starting point for this response. Address the PPA data for this project and how it helps discuss the project benefits and need.
Attach any materials from your State ATP application (e.g. collision maps, summaries, and lists; numbers of crashes in the project area; reports of perceived safety concerns; surveys; etc.) that help demonstrate how the project will address the safety concerns and explain their significance in your response.

Safety risks could be mitigated through several factors, including:

- Reducing speed or volume of motor vehicles in the proximity of non-motorized users.
- Improving sight distance and visibility between motorized and non-motorized users.
- Eliminating potential conflict points between motorized and non-motorized users, including creating physical separation between motorized and non-motorized users, a network of low-stress active transportation routes, or an off-street facility.
- Improving compliance with local traffic laws for road users.
- Addressing inadequate vehicular traffic control devices.
- Addressing inadequate or unsafe bicycle facilities, trails, crosswalks and/or sidewalks.
- Eliminating or reducing behaviors that lead to collisions involving non-motorized users.

**Applicant instructions:** Insert values from the PPA about the collision rates and bike/ped collisions [Tab 6: Safety].

<table>
<thead>
<tr>
<th>Table III.3 Performance Measures Provided by PPA Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Indicator 2: Collisions per 100 million VMT;</td>
</tr>
<tr>
<td>Safety Indicator 4: Bike + Ped Fatalities per Project Centerline Mile</td>
</tr>
<tr>
<td>Data Measure</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>Total collisions per 100 million vehicle miles traveled (VMT)</td>
</tr>
<tr>
<td>Bike + Ped collisions per mile</td>
</tr>
</tbody>
</table>

**About the data:** The total collisions/100M VMT is the five-year TIMS collision average along the facility divided by the annual VMT, then divided by 100,000,000. This metric is applied to show if the facility has a high rate of collisions.

The bike + ped fatalities per mile shows the number of collisions involving people biking or walking per mile of road. This metric is applied to make it easier to compare longer projects with shorter projects by providing a rate of crashes per mile.

**Applicant instructions:** Paste the Collision Heat Map and the “Safety Indicator 3: Fatal and Bike-Ped Collisions” chart from the PPA [Tab 6: Safety]

**Helpful Hint:** When you are analyzing the safety benefits of off-road bike paths or trails, focus on the nearest parallel road that could be used as an alternate route and refer to the collisions on that facility.

**Example map:**
About the data: The Collision Heat Map shows where there are many collisions in the project area. This metric is applied to show where there is a concentrated history of crashes or systemwide dispersion of crashes.

![Collision Heat Map]

### Example: Fatal and Bike-Ped Collisions

<table>
<thead>
<tr>
<th>Pct of collisions that are fatal</th>
<th>Percent of collisions with bike/ped</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>15%</td>
</tr>
<tr>
<td>2%</td>
<td>13%</td>
</tr>
<tr>
<td>2%</td>
<td>12%</td>
</tr>
</tbody>
</table>

About the data: The percent bike/ped collisions is the percent of all collisions that involved a person biking or walking. This metric is applied to show if people biking and walking are disproportionately involved in collisions.
3. Demonstrating cost effectiveness while bringing value to the active transportation network

*(0-10 points)* Suggested length: maximum 1 page

*Location in State ATP application:* Use your response to “Public Participation and Planning” as the starting point for this response.

4. Advancing active transportation efforts to achieve greenhouse gas reduction goals

*(0-10 points)* Suggested length: maximum 2 pages, including PPA tables

*Location in State ATP application:* There is no direct equivalent to this question in the State ATP application; your response to “Transformative Projects” (from the “Large Infrastructure” project application) may provide a helpful starting point.

*Applicant instructions:* Paste PPA Chart: “VMT Indicator 2: Land use diversity index”* [Tab 1: ReduceVMT]

*Helpful Hints:*

- Compare the Project 2016 value (left blue bar below) to the Community Type 2016 value (middle blue bar below). If the project is higher than the community type, then it would suggest a greater potential to shift trips to active transportation.
- Compare the Project 2016 value (left blue bar) to the Project 2040 value (left orange bar); if the Project 2040 value is higher than the Project 2016 value, it suggests a greater potential to shift trips to active transportation as the surrounding land uses change to increase access to potential daily destinations.
  - Note that the PPA tool does not forecast the change or impact that the project will have on future land use diversity. In other words, your active transportation project cannot claim to increase or decrease the land use diversity of the project area by 2040.

![Example: Land Use Diversity within 1mi of Project](image-url)
About the data: The land use diversity index ranges from 0 to 1 (with 1 showing the highest level of land use diversity) and measures an area’s ratio of households to K-12 student enrollment, park acreage, and employment in the retail, service, and food sectors. This metric is applied to show where there is a high ratio of households to amenities that people use on a daily basis like shopping, restaurants, schools, etc. that in turn increases the likelihood that people living in those households will either walk or bike to these destinations.

Applicant instructions: Paste PPA Table: “Multi-modal indicator 4: Residential Mode Split” [Tab 3: Multimodal]

Helpful Hint: Refer to the project area’s 2016 Biking, Walking, and/or Transit % of total trips from the “Residential Mode Split within 0.5 mi of Project Location” PPA Table. Compare to the Regional Average shown below from the SACOG 2016 Model Mode Share Breakdown chart below. A project value that is greater than the regional average for any combination of those modes of travel may suggest the active transportation project would see greater usage by people walking and bicycling. For the example project above, a project value of 4% biking trips and 13% walking trips is greater than the regional average, so the project would have a high propensity to shift trips to active transportation.
**SACOG 2016 Model Mode Share Breakdown**

<table>
<thead>
<tr>
<th>Mode</th>
<th>2016 Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walk</td>
<td>7.8%</td>
</tr>
<tr>
<td>Bike</td>
<td>2.5%</td>
</tr>
<tr>
<td>Carpool</td>
<td>45.1%</td>
</tr>
<tr>
<td>Drive Alone</td>
<td>42.1%</td>
</tr>
<tr>
<td>Transit</td>
<td>1.2%</td>
</tr>
<tr>
<td>Other (School Bus, Taxi etc.)</td>
<td>1.2%</td>
</tr>
</tbody>
</table>

*About the data:* Residential mode split is the share of all trips made by biking and walking (and other transportation modes) in 2016 and in 2040. This metric is applied to show where more trips are expected to be made by biking and walking by the last year of the MTP/SCS.

**Green Means Go:** Green Means Go is a multi-year pilot that aims to lower greenhouse gas emissions in the six-county Sacramento region by accelerating infill development, and reducing and electrifying vehicle trips. It allocates state funding to projects that create more infill housing, increases mobility, and reduces vehicle emissions. Green Means Go funding will be directed to locally-nominated Green Zones, areas that cities and counties have identified for infill development in their local plan that are within a center, corridor, or established community as identified in SACOG's Metropolitan Transportation Plan/Sustainable Communities Strategy. The following links will help you answer this question:

- To find out more about the program, go to [https://www.sacog.org/greenmeansgo](https://www.sacog.org/greenmeansgo).
- Click here to [View current Green Zones](https://www.sacog.org/greenmeansgo/). For your response to the Green Zones question, follow this simple guidance:
  - Yes: The project lies completely or partially within an adopted Green Zone.
  - No: the project is not in a Green Zone or your jurisdiction has not yet adopted Green Zones.
5. Supporting economic prosperity goals and strategies

(0-10 points) Suggested length: maximum 2 pages, including PPA charts

Location in State ATP application: There is no direct equivalent to this question in the State ATP application.

Helpful Hint: Describe placemaking opportunities that the project will provide. Placemaking is defined as a combination of strategies (e.g. zoning, context-sensitive design standards, planned infrastructure, etc.) that lead to a built environment where walking and biking can become a primary mode for shorter distance trips.


![Example: Base Year Job Accessibility by Mode from Project](image)

About the data: Base Year Job Accessibility by Mode from the Project is the number of jobs accessible by mode in the project area. For active transportation projects, the number of jobs within a 30-minute walk or within a 30-minute bike ride is the most relevant information (e.g., unless the project is a Safe Routes to Transit project). This metric is applied to show if the project is serving an area of high employment.

6. Providing meaningful benefit for a disadvantaged community

(0-10 points, used to verify that investments commitments are met) Suggested length: maximum 4 pages, including PPA tables and charts

Location in State ATP application: Use your response to “Disadvantaged Communities” (part B “Identification of Disadvantaged Community” and part C “Direct Benefit”) as the starting point for this response.

Applicant instructions: Insert values from the PPA about the population living near the project area [Tab 8: SocioEconEquity].

|| Project value | Community Average | Regional Average |
|---------------|------------------|------------------|
| Population within 0.5 mi of project living in a designated Environmental Justice (EJ) community | _ | N/A | N/A |
| Share of population living in EJ community within 0.5 mi of project location | _% | _% | 37% |

About the data: The population within 0.5 mi of project living in a designated Environmental Justice (EJ) community is the total number of people living in an EJ area within a half mile of the project area. This metric is applied to show the surrounding population is living in an area that meets the EJ population thresholds as an absolute number; it is not a proxy for community benefit.

The share of population living in EJ community within 0.5 mi of project location is the percent of the total population in the project area that lives in an EJ community. This metric is applied to show the percent of the population that meets the EJ population thresholds; it is not a proxy for community benefit.

Applicant instructions: Paste PPA Charts “Equity Indicator 3: Accessibility for people in EJ communities that are near project segment*” for (1) Jobs, (2) Education, and (3) Services [Tab 8: SocioEconEquity].
For reference, community type and regional comparisons are included in the “Economic Prosperity” and “Connecting People to Destinations” charts. This information provides context about the project area and is not a direct reflection of community benefit as a result of the project.

**Example: Total Job Accessibility for EJ Populations Adjacent to Project**

<table>
<thead>
<tr>
<th>Mode</th>
<th>Destinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>30-min walk</td>
<td>5,234</td>
</tr>
<tr>
<td>30-min biking</td>
<td>35,977</td>
</tr>
<tr>
<td>30-min drive</td>
<td>698,165</td>
</tr>
<tr>
<td>45-min transit</td>
<td>29,793</td>
</tr>
</tbody>
</table>

**About the data:** The total job accessibility for EJ populations adjacent to project is the number of jobs accessible by mode for EJ populations in the project area. For active transportation projects, the number of jobs within a 30-minute walk or within a 30-minute bike ride is the most relevant information (e.g., unless the project is a Safe Routes to Transit project). This metric is applied to show the number of employment opportunities accessible for residents of the disadvantaged community; it is not a proxy for community benefit.

**Example: Education Accessibility for EJ Populations Adjacent to Project**

<table>
<thead>
<tr>
<th>Mode</th>
<th>Destinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>30-min walk</td>
<td>6</td>
</tr>
<tr>
<td>30-min biking</td>
<td>67</td>
</tr>
<tr>
<td>30-min drive</td>
<td>687</td>
</tr>
<tr>
<td>45-min transit</td>
<td>41</td>
</tr>
</tbody>
</table>

**About the data:** The Education Accessibility for EJ Populations Adjacent to Project is the number of educational facilities accessible by mode for EJ residents in the project area. For active transportation projects, the number of jobs within a 30-minute walk or within a 30-minute bike ride is the most relevant information (e.g., unless the project is a Safe Routes to Transit project). This metric is applied to show the
number of educational facilities accessible for residents of the disadvantaged community; it is not a proxy for community benefit.

About the data: Service Accessibility for EJ Populations Adjacent to Project is the number of services (parks, K-12 schools, higher education facilities, libraries, hospitals, other medical service facilities, grocery stores, pharmacies, clothing stores, and banks) accessible by mode for EJ residents in the project area. For active transportation projects, the number of jobs within a 30-minute walk or within a 30-minute bike ride is the most relevant information (e.g., unless the project is a Safe Routes to Transit project). This metric is applied to show the total number of services accessible for residents of the disadvantaged community; it is not a proxy for community benefit.

Disadvantaged communities are identified through the ATP using these tools, definitions, and metrics:

- Median Household Income,
- CalEnviroScreen,
- 2020 MTP/SCS Environmental Justice Area,
- Healthy Places Index,
- Free or Reduced Price School Meals,
- Federally Recognized Tribal Lands, and/or
- other communities that do not meet disadvantaged community criteria due to lack of accurate data that represents a small neighborhood or community.

9. Regional Parks and Trails Network Implementation

The Sacramento Regional Trail Network is a six-county plan to connect trails throughout the region to make it easier for community members and visitors to explore cities and counties without a car. The network crosses city and county lines to create a truly interconnected system. Go to https://www.sacog.org/ready-set-trails for more information on SACOG’s efforts on the project.

To confirm whether the project is included in the network, Click here and refer to the ArcGIS webmap for whether your project is included in the Regional Trails Network, or as a Trail Study Corridor. If your project is not in the Regional network or a Trail Study Corridor, but is identified as supportive to the
network, we provided a section for you to explain. The Action Plan for the Sacramento Region Trail Network will be presented to the SACOG Board of Directors for approval in August 2022. Contact Victoria Cacciatore with any questions: vcacciatore@sacog.org.

Project Application Checklist

☐ **Eligibility:** Potential applicants may check with the contacts identified for SACOG, EDCTC (for project sponsors in El Dorado County), or PCTPA (for projects in Placer County) regarding the eligibility of their project or their eligibility as an applicant (project sponsor) for federal transportation funding.

☐ **Program Schedule:** Review the Regional ATP Calendar for important dates.

☐ **Application contents:** Review pages for all needed elements and compliance with page limits and formatting requirements.
  - **Signed cover letter (electronic signature is accepted)**
  - **Completed Application**
    - General Application Questions
      - Questions 1-2 from the SACOG Regional ATP application
      - Part A “General Application Questions” of the State ATP application
    - Screening Criteria
    - Project Performance—Questions 1 through 9
    - Project Performance Assessment Tool Output Table (excel)
  - **Complete Appendix—in order**
    a. Partner Support Letters
    b. Project maps
    c. Any additional exhibits
    d. Miscellaneous – Any other information in support of your project

Please do not attach a complete Master Plan or other local planning document to your application.

☐ **Implementation Requirements:** Review the Screening Criteria in Part II to make sure your project is eligible.

☐ **Electronic File Submittal only:** Submit one (1) USB, or email/filesharing site to dfoster@sacog.org with a PDF file of all the application contents and an excel version of the Project Performance Assessment Tool Output Table no later than 4:00 p.m. on Thursday, August 25, 2022.

The grant submittal deadline will be strictly enforced. Failure to submit all required parts of the application may result in the application being screened out of the competition. You will receive a confirmation email that your application was received and downloaded within 24 hours of your submittal.