

ATRC Needs Assessment Guide

This PDF is provided for your convenience. Please read instructions below.

Why We Want to Hear From You:

The purpose of the ATRC Needs Assessment is to create a pathway to success for our active transportation partners. The goal is to identify your active transportation training and resource needs. The results will be used for planning purposes to guide and prioritize future ATRC activities that can best meet the needs identified. Please fill out the online needs assessment survey to help us help you!

Instructions:

We hope to hear from all local agencies, tribal governments, regional agencies, health departments, school districts and others responsible for active transportation projects in California. We ask that each agency submit **one** survey representing all your employees that may work on active transportation. Please consult with active transportation colleagues within your organization prior to submitting your response. **This PDF version of the survey is for your agency to review, gain consensus on answers, and take notes prior to beginning this survey. Do not submit this hard copy. Please submit responses via the online survey.**

All online survey responses will remain confidential. Sacramento State is administering this survey as a third party and will aggregate the results. We look forward to your direct feedback through the [online survey](#).

Please complete the online survey by Friday, May 18, 2018.

To learn more about the ATRC, [click here](#).

Please provide your contact information:

- First Name (optional) _____
- Last Name (optional) _____
- Email Address (optional) _____
- Phone Number (optional) _____
- Organization/Agency/Tribe (required) _____

Please select your type of agency.

- Caltrans
- MPO
- RTPA
- Tribal Government
- City (planning or engineering)
- County (planning or engineering)
- Health Department (county or local)
- School District/Public School
- Transit Agency
- Other _____

Districts, County and City Information

Please select your Caltrans District. [Click here](#) to view the Caltrans District map.

Please select your county. (You will have the option in the survey to select multiple or N/A.)

Please select your city. For agencies with more than 5 cities, select Not Applicable. (You will have the option in the survey to select multiple or N/A.)

Urban and Rural

The Census Bureau identifies two types of urban areas:

- Urbanized Areas (UAs) of 50,000 or more people;
- Urban Clusters (UCs) of at least 2,500 and less than 50,000 people.

“Rural” encompasses all population, housing, and territory not included within an urban area. [Click here](#) for additional information.

Does your agency meet the urban or rural classification as defined above?

- Rural
- Urban
- Both
- Unsure

Disadvantaged Communities

Disadvantaged communities are determined by any of the following criteria:

- Median Household Income in the jurisdiction is less than 80% of the statewide median based on the most current Census Tract level data from the 2012-2016 American Community Survey (ACS) (<\$51,026). [Click here](#) for additional information.
- The jurisdiction is defined in the top 25% of CalEnviroScreen 3.0 (score must be greater than or equal to 39.34). [Click here](#) for additional information.
- At least 75% of public school students in the jurisdiction are eligible to receive free or reduced-price meals under the National School Lunch Program. [Click here](#) for additional information.
- Other (such as a Federally Recognized Tribal Government, a regional definition as adopted in a Regional Transportation Plan by an MPO or RTPA)

Does your agency include a disadvantaged community?

- Yes
- No
- Unsure

How many people in your organization are you representing in this survey? The group you are representing should include any staff that could be involved in Active Transportation (bicycle and pedestrian) projects. This is not necessarily the total number of employees in your agency.

With the group you are representing, please provide their experience in the field of Active Transportation. The total number should be equal to the number of people in your organization you are representing in this survey.

Less Than One Year	<input type="text"/>	Number of Employees
One-Three Years	<input type="text"/>	Number of Employees
Three-Five Years	<input type="text"/>	Number of Employees
Greater Than Five Years	<input type="text"/>	Number of Employees
Total	<input type="text"/>	Number of Employees

What is your agency's area of interest for active transportation projects? (Please select all that apply.)

- Infrastructure:** Capital (facilities) improvements, such as sidewalks and bikeways. This typically includes the environmental, design, right-of-way, and construction phases.
- Non-infrastructure:** Education, encouragement, and enforcement activities to increase walking and biking.
- Plan:** The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan in a disadvantaged community

How many [Active Transportation Program \(ATP\)](#) applications has your agency submitted or partnered on? [Scale: 0 - 10+]

- If you select 1-10+, you will be asked how many ATP awards has your agency received. [Scale: 0 - 10+]
- If you select "0" you will be asked why your agency has not submitted an ATP application?

Training Topics and Resources

This next part of the Needs Assessment will be asking about specific active transportation training and resource needs. The questions will be grouped into the following categories:

POTENTIAL/CURRENT ACTIVE TRANSPORTATION TRAINING TOPICS

- Introductory, advanced, and other active transportation topics

POTENTIAL ATP TRAINING TOPICS

- Training topics related to the ATP application
- Training topics related to an ATP project after it is awarded
- Training topics about potential ATP project types

TECHNICAL ASSISTANCE AND RESOURCE NEEDS

POTENTIAL/CURRENT ACTIVE TRANSPORTATION TRAINING TOPICS

This section includes introductory, advanced, and other active transportation training topics. Please let us know the level of need within your organization for the following topics. [Click here](#) for a complete description, or see page 9.

Introductory Topics

	<u>Immediate Need (Within 1 Year)</u>	<u>Moderate Need (Within 2 Years)</u>	<u>Low Need (Within 3 Years)</u>	<u>No Need</u>	<u>Not Applicable</u>
Bicycle Planning and Design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pedestrian Planning and Design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Complete Streets Implementation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Advanced Topics

	<u>Immediate Need (Within 1 Year)</u>	<u>Moderate Need (Within 2 Years)</u>	<u>Low Need (Within 3 Years)</u>	<u>No Need</u>	<u>Not Applicable</u>
Bicycle Facility Design and Safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pedestrian Facility Design and Safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Complete Streets Implementation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intersection Design for Bicyclist and Pedestrians	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other Topics

	<u>Immediate Need (Within 1 Year)</u>	<u>Moderate Need (Within 2 Years)</u>	<u>Low Need (Within 3 Years)</u>	<u>No Need</u>	<u>Not Applicable</u>
Developing a Pedestrian Safety Action Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Road Safety Audits focused on Pedestrian and Bicyclist Safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Executive Level Briefings for Policy Makers, City Council Members, and Other Community Leaders on the Importance of Prioritizing Pedestrian and Bicycle Safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you select **Immediate Need** for any of the Potential/Current Active Transportation Training Topics (Introductory, Advanced, Other) you will be asked to select your source/how you currently get training for the bicycle and pedestrian topics. You will be able to select all that apply from the following list:

- FHWA
- ATRC
- On the Job
- Internet/Webinar Courses
- Vendor
- None
- Other

If you select **Vendor**, **Internet/Webinar Courses**, or **Other**, you will be asked to provide additional information.

You will see the following if you choose *Immediate Need* or *Moderate Need* for Bicycle Facility Design and Safety (advanced). Please select all of the specified sub-topics needed (select all that apply).

- Class I Bikeway (Bike Path)
- Class II Bikeway (Bike Lane)
- Class III Bikeway (Bike Route)
- Class IV Bikeway (Separated Bikeway)
- Shared Roadway (no designation)
- Bikeway Signage, Signals, and Striping
- Other (enter topic and the level of need) _____

You will see the following if you choose *Immediate Need* or *Moderate Need* for Pedestrian Facility Design and Safety (advanced). Please select all of the specified sub-topics needed (select all that apply).

- Pedestrian Crossing
- Signalized Crossing for Pedestrians
- Pedestrian Lighting
- Other (enter topic and the level of need) _____

You will see the following if you choose *Immediate Need* or *Moderate Need* for Complete Streets Implementation (advanced). Please select all of the specified sub-topics needed (select all that apply).

- Road Diet
- Transit and active transportation connection
- Other (enter topic and the level of need) _____

You will see the following if you choose *Immediate Need* or *Moderate Need* for Intersection Design for Bicyclist and Pedestrians (advanced). Please select all of the specified sub-topics needed (select all that apply).

- Intersection Geometry
- Roundabouts
- Interchanges
- Other (enter topic and the level of need) _____

POTENTIAL ATP TRAINING TOPICS

This section includes potential ATP training topics. Training for these topics may be delivered through recorded 15-20 minute tutorial or through live 60-90 minute webinars. Please let us know the need for the following potential ATP training topics. [Click here](#) for a complete description, or see page 10.

Application Assistance

	<u>Immediate Need</u> <u>(Within 1 Year)</u>	<u>Moderate Need</u> <u>(Within 2 Years)</u>	<u>Low Need</u> <u>(Within 3 Years)</u>	<u>No Need</u>	<u>Not Applicable</u>
Non-Infrastructure Work Plan (Exhibit 22-R)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scope of Work for a Plan (Exhibit 22-Plan)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ATP Project Engineer's Estimate (for Infrastructure Projects)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ATP Project Scheduling/Project Programming Request (PPR)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leveraging/Matching Funds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ATP Project Maps & Plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identifying Disadvantaged Communities (DAC)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Application Analysis for New Facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engaging the California Conservation Corps (CCC)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TIMS ATP Maps and Summary Data Tool (ATP Collision Heat Map)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Project Assistance

	<u>Immediate Need</u> <u>(Within 1 Year)</u>	<u>Moderate Need</u> <u>(Within 2 Years)</u>	<u>Low Need</u> <u>(Within 3 Years)</u>	<u>No Need</u>	<u>Not Applicable</u>
Master Agreement Process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ATP Scope Change Process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ATP Project Reporting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sustainability Planning for Non-Infrastructure Programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ATP Project Types

	<u>Immediate Need (Within 1 Year)</u>	<u>Moderate Need (Within 2 Years)</u>	<u>Low Need (Within 3 Years)</u>	<u>No Need</u>	<u>Not Applicable</u>
Community Active Transportation Campaigns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Worksite Encouragement Programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Safety Focused Bicycle and Pedestrian Campaigns (Vision Zero)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstration Projects / Open Streets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
First Mile / Last Mile (Connecting Active Transportation to Transit)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bike Share	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enforcement Programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional training topics and the level of need for each topic.

TECHNICAL ASSISTANCE AND RESOURCE NEEDS

This section includes topics related to active transportation technical assistance and resources. Approaches to addressing these topics may vary. To view existing ATRC resources [click here](#). Please let us know your level of interest in the following topics. [Click here](#) for a complete description, or see page 11.

Technical Assistance

	Very Interested	Moderately Interested	Not Interested	Unsure
ATP Assistance for Disadvantaged Communities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ATP Assistance for Tribal Governments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ATP Assistance for Small Agencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ATP Assistance for Rural Communities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Resource Needs

	Very Interested	Moderately Interested	Not Interested	Unsure
Assorted Non-Infrastructure Campaign Materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-Infrastructure Evaluation Tools/Resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional **technical assistance and/or resource needs** and the level of need for each topic.

Preferred Training Methods and Limitations

What are your preferred methods for training? (check all that apply)

- Case Studies
- Classroom/Facilitated Training
- Field Visits
- Focused Workshops
- Live Webinar
- Recorded Tutorials/Training
- None
- Other _____

What are your limitations to obtaining training from ATRC? (check all that apply)

- Funding
- Location
- Timely notification/planning of training offerings
- Time/scheduling
- Workload
- None
- Other _____

Additional Information:

How familiar are you with the [ATRC's](#) services?

- Very familiar**, we use their services frequently
- Familiar**, have used their services a few times in the past
- Somewhat familiar**, have heard of them
- No experience with them

Have you received training, technical assistance, or resources from the ATRC in the past 2 years?

- Yes
- No

Additional Comments:

POTENTIAL/CURRENT ACTIVE TRANSPORTATION TRAINING TOPICS

Training Topic	Description	Topic (Category)	Modality	Delivery Resource
Bicycle Planning and Design (introductory)	An overview of planning tools, design standards/guidance, and the types of bicycle facilities.	Planning and Concept Design	In-Person	Infrastructure
Pedestrian Planning and Design (introductory)	An overview of planning tools, design standards/guidance, and pedestrian facilities.	Planning and Concept Design	In-Person	Infrastructure
Complete Streets Implementation (introductory)	An overview of complete streets policy, plans, and the basics of designing for all modes, including pedestrians, bicyclists, transit vehicles and motorists.	Planning and Concept Design	In-Person	Infrastructure
Bicycle Facility Design and Safety (advanced)	In-depth technical training on specified bicycle topics such as Class I Bikeway (Bike Path), Class II Bikeway (Bike Lane), Class III Bikeway (Bike Route), Class IV Bikeway (Separated Bikeway), Shared Roadway (no designation), or bikeway signage, signals, and striping.	Design and Safety	In-Person	Infrastructure
Pedestrian Facility Design and Safety (advanced)	In-depth technical training on specified pedestrian topics, such as pedestrian crossing, signalized crossing for pedestrians, or pedestrian lighting.	Design and Safety	In-Person	Infrastructure
Complete Streets Implementation (advanced)	In-depth technical training on specified complete streets topics that integrate all modes, such as road diets or transit/active transportation connection.	Design	In-Person	Infrastructure
Intersection Design for Bicyclist and Pedestrians (advanced)	In-depth technical discussion on intersection design topics such as intersection geometry, roundabouts, or interchanges.	Design	In-Person	Infrastructure
Developing a Pedestrian Safety Action Plan	Training on where to begin to address pedestrian safety issues and how to enhance existing pedestrian programs and activities.	Safety	In-Person	Infrastructure
Road Safety Audits focused on Pedestrian and Bicyclist Safety	Training on the process of performing a road safety audit focusing on pedestrian and bicyclist safety. Teams gather information in advance, convene an audit team, and perform a field review of locations in need of safety improvements.	Safety	In-Person	Infrastructure
Executive Level Briefings for policy makers, city council members, and other community leaders on the importance of prioritizing pedestrian and bicycle safety	Half day sessions intended to provide information about pedestrian and bicyclist safety to decision makers for prioritizing safety.	Safety	In-Person	Infrastructure

POTENTIAL ATP TRAINING TOPICS

Training Topic	Description	Sub-Topic (Category)	Modality	Delivery Resource
Non-Infrastructure Work Plan (Exhibit 22-R)	The 22-R describes the scope and budget of a non-infrastructure program. This tutorial would provide instruction on how to develop and organize a 22-R, including an overview of the non-infrastructure guidance.	Application Assistance	Flash Training	Non-Infrastructure
Scope of Work for a Plan (Exhibit 22-Plan)	The 22-Plan describes the process and budget for the development of a plan. This tutorial would provide instruction on how to develop and organize a 22-Plan.	Application Assistance	Flash Training	Plan
ATP Project Engineer's Estimate (for Infrastructure Projects)	The Engineer's Estimate is used for estimating/documenting an infrastructure project's costs. This tutorial would provide instruction on how to develop and organize a detailed Engineer's Estimate.	Application Assistance	Flash Training	Infrastructure
ATP Project Scheduling/ Project Programming Request (PPR)	This tutorial would provide guidance on what to consider while scheduling ATP projects through multiple phases including environmental, design, right-of-way, and construction.	Application Assistance	Flash Training	Infrastructure
Leveraging/Matching Funds	This tutorial would explain leveraging/matching and how it can be applied to ATP projects.	Application Assistance	Flash Training	Both
ATP Project Maps & Plans	This tutorial would provide instruction on what should be included in the project maps and plans submitted as part of the ATP application.	Application Assistance	Flash Training	Infrastructure
Identifying Disadvantaged Communities (DAC)	This tutorial would explain the ATP criteria for identifying DACs and the documentation that needs to be provided.	Application Assistance	Flash Training	Both
Application Analysis for New Facilities	This tutorial would provide information on filling out the ATP application for new facilities where current data does not exist.	Application Assistance	Flash Training	Infrastructure
Engaging the California Conservation Corps (CCC)	This tutorial would provide instruction on how to engage the CCC for ATP projects.	Application Assistance	Flash Training	Both
TIMS ATP Maps and Summary Data Tool (ATP Collision Heat Map)	This tool was developed for use as part of the ATP application. This tutorial would go through how to use the ATP Collision Heat Map tool for infrastructure and non-infrastructure ATP project types.	Application Assistance	Recorded Technical Webinar	Both
Master Agreement Process	This tutorial would explain the master agreement process, including master agreements for non-traditional ATP applicants such as school districts, public health departments, etc.	Project Assistance	Flash Training	Both
ATP Scope Change Process	This tutorial would provide information on how to navigate the scope change process for ATP projects.	Project Assistance	Flash Training	Both
ATP Project Reporting	This tutorial would provide instruction for filling out progress reports and final reports for ATP projects.	Project Assistance	Flash Training	Both
Sustainability Planning for Non-Infrastructure Programs	This tutorial would provide information and guidance for program sustainability beyond the life of the ATP award.	Project Assistance	Flash Training	Non-Infrastructure
Community Active Transportation Campaigns	Overview of community-based active transportation education and encouragement campaigns (non-Safe Routes to School). Provide ATP case study examples and tips to achieve success.	ATP Project Types	Webinar	Non-Infrastructure
Worksite Encouragement Programs	Overview of active transportation worksite encouragement programs. Provide case study examples and tips to achieve success.	ATP Project Types	Webinar	Non-Infrastructure
Safety Focused Bicycle and Pedestrian Campaigns (Vision Zero)	Overview of active transportation safety focused campaigns (such as Vision Zero). Provide case study examples and tips to achieve success.	ATP Project Types	Webinar	Non-Infrastructure
Demonstration Projects / Open Streets	Overview of demonstration projects and open streets events. Provide case study examples and tips to achieve success.	ATP Project Types	Webinar	Both
First Mile / Last Mile (Connecting Active Transportation to Transit)	Overview of bike/ped first mile last mile projects. Provide case studies examples tips to achieve success.	ATP Project Types	Webinar	Both
Bike Share	Overview of bike share projects. Include case study examples and tips to achieve success.	ATP Project Types	Webinar	Infrastructure
Enforcement Programs	Provide examples of enforcement programs or enforcement components to programs. Include case study examples and tips to achieve success.	ATP Project Types	Webinar	Non-Infrastructure

TECHNICAL ASSISTANCE AND RESOURCE NEEDS

Resource Topic	Description	Sub-Topic (Category)	Source	Modality	Delivery Resource
ATP Assistance for Disadvantaged Communities	Provide application assistance and capacity building services to agencies serving disadvantaged communities to ensure they have access to the resources and tools to submit a competitive ATP application.	Application Assistance	ATRC	Individualized Technical Assistance	Both
ATP Assistance for Tribal Governments	Provide application assistance and capacity building services to tribal governments to ensure they have access to the resources and tools to submit a competitive ATP application.	Application Assistance	ATRC	Individualized Technical Assistance	Both
ATP Assistance for Small Agencies	Provide application assistance and capacity building services to small agencies to ensure they have access to the resources and tools to submit a competitive ATP application.	Application Assistance	ATRC	Individualized Technical Assistance	Both
ATP Assistance for Rural Communities	Provide application assistance and capacity building services to rural agencies to ensure they have access to the resources and tools to submit a competitive ATP application.	Application Assistance	ATRC	Individualized Technical Assistance	Both
Assorted Non-Infrastructure Campaign Materials	Provide downloadable materials and resources for community or regional non-infrastructure campaigns (i.e. non-safe routes to school)	Resources	ATRC	Online Files	Non-Infrastructure
Non-Infrastructure Evaluation Tools/Resources	Provide methods and templates for evaluating the outcomes and results of non-infrastructure projects.	Resources	ATRC	Online Files/ Webinar	Non-Infrastructure