



Community Pedestrian and Bicycle Safety Training Program Application

Please complete and submit this form to Miha Tomuta, Community Programs Manager, at miha@californiawalks.org. For questions or help filling out the application, contact Miha Tomuta at (714) 742-0741.

ABOUT THE PROGRAM

The Community Pedestrian and Bicycle Safety Training (CPBST) program is a joint project of California Walks and UC Berkeley SafeTREC. Funding for this program is provided by a grant from the California Office of Traffic Safety (OTS) through the National Highway Traffic Safety Administration (NHTSA). The purpose of the CPBST program is to train local neighborhood residents and safety advocates on how to improve walking and biking safety and strengthen collaboration with local officials and agency staff to make California communities safer and more pleasant to walk and bike. To view and access summary reports from past workshops, check out our [interactive map of the CPBST Program](#).

SELECTION PROCESS AND TIMELINE

Eligible recipients for the CPBST program include community-based organizations and coalitions, local city and county agencies, schools and school districts, and tribal governments.

- Call for Projects: November 14 – December 7
- Communities Notified of Preliminary Selection: December 15
- Preliminary Calls: December 15 – January 20, 2019
- Selected Communities Notified: January 31, 2019
- CPBST Planning and Delivery: January 31 – September 2019

COMMITMENTS

By submitting this form, you agree to the planning process outlined in the CPBST Planning Committee Commitments below.

SECTION 1: GENERAL INFORMATION	
Community	
County	Unincorporated? <input type="checkbox"/> Yes <input type="checkbox"/> No
Your Name	Your Organization
Email	Phone
How did you hear about the CPBST program? <input type="checkbox"/> Cal Walks website <input type="checkbox"/> SafeTREC website <input type="checkbox"/> Colleague/Word of Mouth <input type="checkbox"/> Email <input type="checkbox"/> Other: _____	

SECTION 2: WORKSHOP GOALS

Describe your community’s walking and biking safety concerns, including specific neighborhoods or corridors of need.

How do you plan to leverage the CPBST workshop and Recommendations Report to support your community’s active transportation goals?

SECTION 3: COMMUNITY INFORMATION

Which of the following are in place in your community? *(Please check all that apply.)*

<input type="checkbox"/> Pedestrian Advisory Committee	<input type="checkbox"/> General Plan which addresses multi-modal safety
<input type="checkbox"/> Bicycle Advisory Committee	<input type="checkbox"/> Pedestrian Safety Master Plan
<input type="checkbox"/> Pedestrian Safety Coalition or Collaborative	<input type="checkbox"/> Bicycle Safety Master Plan
<input type="checkbox"/> Bicycle Safety Coalition or Collaborative	<input type="checkbox"/> Safe Routes to School Plan
<input type="checkbox"/> Complete Streets Policy or Complete Streets Resolution	<input type="checkbox"/> Safe Routes to School Coalition or Collaborative
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Vision Zero Policy

<p>For community-based organizations: Have you worked with your local government agencies on walking and/or biking safety issues before?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	If yes, describe:
	If yes, provide local government agency’s contact information (name, email, phone):

<p>For government agencies: Have you worked with your local community-based organizations on walking and/or biking safety issues before?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	If yes, describe:
	If yes, provide local community-based organization’s contact information (name, email, phone):

SECTION 4: CPBST WORKSHOP PLANNING

<p>Do you anticipate needing interpretation services at the workshop?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	If yes, what language(s):
	Provide contact information for local interpretation services, if possible (name, email, phone):

<p>Do you anticipate needing childcare services at the workshop? <input type="checkbox"/>Yes <input type="checkbox"/>No</p>	<p>Provide contact information for local childcare services, if possible (name, email, phone):</p>										
<p>Have you worked with or do you know of any League Cycling Instructors (LCI's) in your community? <input type="checkbox"/>Yes <input type="checkbox"/>No</p>	<p>Provide contact information for local LCI's, if possible (name, email, phone):</p>										
<p>What are some potential free or low-cost community meeting spaces for the training?</p>	<p>Provide name and address of space(s):</p>										
<p>During which months in 2019 would you be able to host a CPBST workshop? <i>(check all that apply)</i> <input type="checkbox"/>February/March <input type="checkbox"/>April/May <input type="checkbox"/>June/July <input type="checkbox"/>August/September</p>											
<p>For each workshop, a Planning Committee, a core group of 5-10 local residents, community-based organizations, and government agency staff, is convened to tailor the scope of the workshop curriculum and to follow through with action plans developed during the training. Which local stakeholders could participate in the Planning Committee for the CPBST? <i>(check all that apply)</i></p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/>City/County Planning Department</td> <td><input type="checkbox"/>Community Member/Advocate (e.g. youth, seniors)</td> </tr> <tr> <td><input type="checkbox"/>City/County Public Health Department</td> <td><input type="checkbox"/>Law Enforcement</td> </tr> <tr> <td><input type="checkbox"/>City/County Public Works Department</td> <td><input type="checkbox"/>Affordable Housing Advocates</td> </tr> <tr> <td><input type="checkbox"/>State Agency</td> <td><input type="checkbox"/>School/School District staff</td> </tr> <tr> <td><input type="checkbox"/>Walking and/or biking advocacy organization</td> <td><input type="checkbox"/>Other: _____</td> </tr> </table>		<input type="checkbox"/> City/County Planning Department	<input type="checkbox"/> Community Member/Advocate (e.g. youth, seniors)	<input type="checkbox"/> City/County Public Health Department	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> City/County Public Works Department	<input type="checkbox"/> Affordable Housing Advocates	<input type="checkbox"/> State Agency	<input type="checkbox"/> School/School District staff	<input type="checkbox"/> Walking and/or biking advocacy organization	<input type="checkbox"/> Other: _____
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<input type="checkbox"/> Walking and/or biking advocacy organization	<input type="checkbox"/> Other: _____										
<p>Provide contact information (name, email) of 5-10 potential Planning Committee Members for the CPBST (potential members will only be contacted after your community is selected as a workshop site):</p>											
<p>1.</p>											
<p>2.</p>											
<p>3.</p>											
<p>4.</p>											
<p>5.</p>											
<p>6.</p>											
<p>7.</p>											
<p>8.</p>											
<p>9.</p>											
<p>10.</p>											

**Community Pedestrian and Bicycle Safety Training (CPBST)
Planning Committee Commitments**

California Walks	Local Partners	SafeTREC*
Planning Calls		
<ul style="list-style-type: none"> Coordinate, schedule, and facilitate preliminary call, and 3-4 planning calls with the Planning Committee (PC) Provide follow up emails to the PC with summary of calls and next steps 	<ul style="list-style-type: none"> Participate in preliminary call, and 3-4 planning calls to: <ul style="list-style-type: none"> Discuss and identify training focus area Identify 5-10 Planning Committee (PC) members, including residents, community-based organizations, and/or government agency staff that will assist in planning and tailoring the scope of the training 	<ul style="list-style-type: none"> Participate in preliminary call, and 3-4 planning calls with the Planning Committee (PC)
Site Visit		
<ul style="list-style-type: none"> Coordinate, schedule, and facilitate the site visit planning meeting, including the discussion of training logistics and facilitation of the walking and biking assessments Lead additional assessments of potential routes and venue directly after the site visit 	<ul style="list-style-type: none"> Participate in the site visit planning meeting to: <ul style="list-style-type: none"> Discuss city/town-wide and neighborhood specific data Discuss and finalize training logistics, including venue, food, childcare, interpretation services, outreach plan, and walking and biking routes 	<ul style="list-style-type: none"> Conduct and provide city/town-wide and neighborhood collision data analyses and follow-up analyses as necessary Conduct a data presentation and facilitate data discussions to understand local travel patterns, safety concerns, etc. Participate in walking and biking assessments, including any additional assessments of potential routes and venue directly after the site visit
Materials		
<ul style="list-style-type: none"> Develop outreach flyer, facilitator agenda, PowerPoint presentation, walking and biking assessment routes and table talk activity Translate and/or coordinate translation of materials, if necessary 	<ul style="list-style-type: none"> Review, and provide feedback on outreach flyer, facilitator agenda, PowerPoint presentation, walk and roll assessments routes, and table talk activity 	<ul style="list-style-type: none"> Review outreach flyer, facilitator agenda, PowerPoint presentation, walk and roll assessments routes, and table talk activity Get OTS approval on outreach flyer Translate and/or coordinate translation of materials, if necessary Print and compile participant packets for the training

* UC Berkeley Safe Transportation Research and Education Center (SafeTREC) manages and reports on overall grant activity.

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Last updated: 11/14/18



California Walks	Local Partners	SafeTREC*
Training Logistics		
<ul style="list-style-type: none"> Conduct outreach for and finalize training logistics such as: venue, local speakers, food, child care, and interpretation needs with the guidance of the PC Conduct outreach to local and state agencies identified by the PC, if necessary 	<ul style="list-style-type: none"> Conduct outreach for and finalize training logistics such as: venue, local speakers, food, child care, and interpretation needs with the guidance of the PC Conduct outreach to local and state agencies identified by the PC, if necessary 	<ul style="list-style-type: none"> Assist with outreach to local and state agencies identified by the PC, if necessary Follow-up with the PC regarding the training outreach plan
Training		
<ul style="list-style-type: none"> Lead venue set-up 1 hour before training, including electronics, food, childcare, and interpretation services Facilitate training, including the walking and biking assessments, educational, and table talk activities Lead clean-up and organization of training venue 	<ul style="list-style-type: none"> Assist in set-up and clean-up Participate during the training, including the walk and roll assessments, educational, and table talk activities 	<ul style="list-style-type: none"> Assist in set-up and clean-up, manage registration table, check-in, and interpretation devices Facilitate the “Evaluation” portion of the presentation and partner check-in Facilitate Table Talk Activity, as needed
Recommendations Report		
<ul style="list-style-type: none"> Draft a Recommendations Report that includes a summary of the day, walking and biking assessment reflections, reports from action planning discussions, and Cal Walks/SafeTREC recommendations Send draft of report marked with “DRAFT: Not for Distribution” to PC for review Translate and/or coordinate translation of the final report, if necessary 	<ul style="list-style-type: none"> Review and edit Recommendations Report draft (optional) 	<ul style="list-style-type: none"> Contribute to and edit the Recommendations Report Draft the data section of the Recommendations Report Submit Recommendations Report to OTS for approval Translate and/or coordinate translation of the final report, if necessary
Follow-Up		
<ul style="list-style-type: none"> Coordinate, schedule, and facilitate debrief call Provide follow-up resources to community based on table talk activity and Recommendations Report 	<ul style="list-style-type: none"> Participate in debrief call Update California Walks regarding infrastructure and programmatic changes in the community as a result of the CPBST workshop 	<ul style="list-style-type: none"> Participate in debrief call

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