

2021 ATP Evaluator Frequently Asked Questions

Can I be an Evaluator?

1. Is there an application to become an evaluator?

- No, there is no application required to become an evaluator. Just contact ATP Commission staff to let us know you're interested.

2. What are the requirements to be an evaluator?

- Every evaluator is required to attend a mandatory 3 hour training on how to evaluate the applications, submit a Conflict of Interest form, and be involved in active transportation in some capacity in California. In addition, evaluators should have knowledge of transportation infrastructure projects and/or non-infrastructure projects and planning processes.

3. Can I be an evaluator if I am a consultant for applicants applying for the ATP?

- Due to the potential for monetary or entrepreneurial conflicts of interest, we cannot accept consultants or contractors that are involved in the delivery of transportation projects or writing applications for transportation funding.

4. Who will my evaluation team partner be? Can I choose my evaluator partner?

- Each team will consist of one evaluator from Northern California and one evaluator from Southern California. Team partners are randomly chosen; however, Commission staff works to keep teams diverse and with differing expertise.

How Much Time Will It Take?

5. What does being an evaluator entail?

Evaluators will be required to:

- Attend a mandatory 3 hour webinar training on how to score the applications and provide meaningful comments.
- Read and score all the applications assigned to their team.
- Meet with a partner to come to a consensus score for each application and write down meaningful comments for each question and/or the application in general.
- Participate in a phone debrief with CTC and Caltrans Staff to discuss all consensus scores.

6. How long do evaluators have to score all the applications?

- In past cycles, evaluator teams have been given between 4-5 weeks to submit their consensus score forms.

7. How long does it take to evaluate each application?

- This is very dependent on each individual. Most evaluators say that as they read through their 10-15 applications they get faster. That is, the first few applications take longer to review than the subsequent ones. Over the cycles, ATP Staff have heard that most evaluators spend about an hour to an hour and a half per application to come up with their individual score. When evaluator teams meet to discuss applications, the time it takes to come to a consensus score depends on how similar each evaluator's individual score is for each question. When the scores are closer, it typically takes less time to come to a consensus score. However, when evaluators' scores are further apart, it usually takes longer because more discussion is required.

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8. How much time do I have to spend with my teammate to go over our scores?

- Evaluators will be given between 4-5 weeks to submit their consensus scores. The time spent with the teammate is different for each evaluator team. The number of times evaluators meet to review their scores is up to each team and is often dependent on how similar their individual scores are.
 - i. Some teams review all the applications individually first, and then meet with their partner over the phone to discuss all assigned applications.
 - ii. Some teams have found it helpful to break up the reviews and have weekly phone calls to review between 2-4 applications at a time.
 - iii. Some teams review the applications together and discuss consensus scores for each application as they are reviewing.

9. How many applications will my team receive?

- The number of applications each team receives depends both on how many applications are submitted, and how many evaluator teams there are. Typically, each team receives between 10-15 applications. In the 2019 ATP Cycle, evaluator teams received between 10-11 applications, which they found to be a manageable number.

Evaluator Trainings and Receiving Applications

10. Will there be a training for evaluators? If so, when will those take place?

- Yes, there is a mandatory webinar training for evaluators where Commission staff will go over the 5 application types and the scoring rubrics. To accommodate varying schedules, at least 4 different date/time options for virtual training will be available. If you would like to be considered to be an evaluator, you must attend **one** of the trainings.

11. How will I know how to score the applications?

- The training that all evaluators are required to attend will cover the applications and scoring rubrics and will go into detail on how to score each question in each of the five application types. This is also an opportunity for evaluators to ask questions about the scoring rubric.
- In addition, if an evaluator is unsure about anything while reviewing an application, they are encouraged to reach out to Commission staff.

12. Will I get applications from my geographic area?

- No. Evaluators will not receive any applications from the city or county where they work, or areas that they listed on their Conflict of Interest form.

13. Will I receive paper or electronic versions of the applications? Can I request the paper copies if I prefer to read a hard copy?

- Evaluators will only receive an electronic version of the applications.
- If an evaluator would like to print out the applications to read, they are welcome to do so.