PARTNERSHIPS WITH LOCAL ORGANIZATIONS AND AGENCIES

DATA COLLECTION METHOD

Introduction

Partnerships among Active Transportation Program (ATP) project awardees, local agencies, community-based organizations, and nonprofits create opportunities to inform and collaborate on ATP's purpose and goals to encourage increased use of active modes of transportation across all communities. This, in turn, amplifies the impact of ATP grant funds. By engaging members of the community and partners, project awardees are more likely to reflect local needs and create lasting beneficial change with ATP projects. The data collected with this tool will provide quantitative and qualitative information about how other organizations were involved in the project, for the purpose of understanding its reach.

This document provides guidance on how to record and report data about community partnerships relevant to ATP funded projects. Details for projects may vary, and individual judgment and discretion may apply for each project.

Overview

To report information on **partnerships with local organizations and agencies**, record information including the name of the partnering organization, the type of organization, and a brief description of the involvement.

MATERIALS NEEDED
❖ Partnerships with Local Organizations and Agencies Excel Template

Instructions

1. In the 'Overview' Tab of the Excel Template:

   a. Type in Project Name.

   b. Type in Agency Name.

   c. No other inputs are required in the 'Overview' worksheet tab, which provides a high-level summary of involvement based on your inputs on the 'Partnerships' tab.

2. Record the following information for each partner in the 'Partnerships' worksheet tab:

   a. Column A orders the partners in no particular order.

   b. Column B: Add name of Agency/Organization.

   c. Column C: Select Agency Type from the drop-down menu.

      i. Use your best judgment when selecting 'Agency Type.' While partner agencies may be categorized under two different types, only one will be reported on the 'Overview' tab.

      ii. Cities or local departments may be added as individual entities (i.e., Police Department and Public Works may each be their own entry).

      iii. Do not include construction companies or other private companies paid to build infrastructure projects.

   d. Column D: Estimate the number of hours the organization was involved in total, from planning through implementation.

   e. Column E: Under 'Description of Involvement,' provide key details about the ways in which a partner contributed to the success of the project. Some examples descriptions include:

      i. *Our partners facilitated conversations about the project with community members while tabling at our Spring event. They shared information about the timeline of the project, project goals, and provided tutorials on bike safety.*

      ii. *Volunteers from the university collected pre- and post- pedestrian and bicycle counts.*

      iii. *The partner agency recruited community members to provide feedback at community engagement and design workshops. In total, the agency notified 25 community members and 8 attended workshops in person.*

   f. Column F: Describe your agency's <u>most applicable</u> involvement with each partner:

      i. Inform (i.e., we provided them updates)

      ii. Consult (i.e., we requested feedback)

     iii. Involve (i.e., they chose from among options we presented)

     iv. Collaborate (i.e., they shared ideas and we worked together on them)

      v. Empower (i.e., they directed the funding or decisions on a project)

     vi. Financial (i.e., they provided funds for the project or an event)

    vii. Other

3. When completed, submit the completed Excel file via Smartsheet on the Active Transportation Resource Center website.