

California Department of Transportation Transportation Planning Grant Workshop for FY 2012-2013



February 7, 2012

Workshop Topics



- **Transportation Planning Grant Programs**
- **Funding Available in FY 2012/2013 Grant Cycle**
- **Who May Apply**
- **Components of a Complete Application Package**
- **Characteristics of a Competitive Grant Application**

Transportation Planning Grant Programs



The California Department of Transportation (Caltrans), Division of Transportation Planning, provides the following transportation planning grant programs:

- Environmental Justice (EJ)
- Community-Based Transportation Planning (CBTP)
- Partnership Planning
- Transit Planning (5304)
 - Statewide or Urban Transit Planning Studies
 - Rural or Small Urban Transit Planning Studies
 - Transit Planning Student Internships

Environmental Justice (EJ)

To promote the involvement of low-income and minority communities, and Native American Tribal Governments in the planning for transportation projects to prevent or mitigate disproportionate, negative impacts while improving mobility, accessibility, safety and opportunities for affordable housing.

Community Based Transportation Planning (CBTP)

To coordinate transportation and land-use planning projects that encourage community involvement and partnership. Projects must support livable and sustainable community concepts with a transportation or mobility objective and promote community identity and quality of life.



EJ and CBTP Project Example Types:



Source: Ellen Greenberg

Culver City, California



Source: Ellen Greenberg

Partnership Planning

To encourage or strengthen multi-agency and/or government-to-government partnerships. The projects must be jointly performed with Caltrans. The proposed Partnership Planning projects must have a statewide and/or regional benefit. The anticipated benefits of the project must ultimately result in improvements to the statewide or regional transportation system.



Transit Planning

1.) Statewide or Urban Transit Planning Studies

- Address transit planning issues of statewide or regional significance
- Improve transit services and facilitate congestion relief through alternatives to the single occupant vehicle



Transit Planning

2.) Rural or Small Urban Transit Planning Studies

- Assist transit providers with technical planning for operation and maintenance of the transit system
- Support transit and intermodal planning studies that benefit rural or small urban areas



Transit Planning

3.) Transit Planning Student Internships

- Foster education of university and college students with an interest in transit planning



Funding Available FY 2012/2013 Grant Cycle



State Funded:

- **Environmental Justice (EJ) Grant - \$3 million** (*\$300k cap per grant*)
- **Community-Based Transportation Planning (CBTP) - \$3 million** (*\$250k cap per grant*)

Federal Funded:

- **Partnership Planning - \$1.2 million** (*\$300k cap per grant*)
- **Transit Planning (5304)**
 - **Statewide or Urban Transit Planning Studies - \$1.5 million** (*\$300k cap per grant*)
 - **Rural or Small Urban Transit Planning Studies - \$1 million** (*\$100k cap per grant*)
 - **Transit Planning Student Internships - \$300,000** (*\$50k cap per grant*)

Note: The funding amounts listed per program are approximate and Caltrans maintains flexibility to shift funding between programs.



Who May Apply



EJ and CBTP Grants:

The following may apply directly or as a sub-applicant: Metropolitan Planning Organizations, Regional Transportation Planning Agencies, Cities, Counties, Transit Agencies, Native American Tribal Governments.

The following may apply only as a sub-applicant: Universities and Community Colleges, Community-Based Organizations, Non-Profit Organizations (501.C.3), public entities.

Partnership and Transit Planning Grants:

The following may apply directly or as a sub-applicant: Metropolitan Planning Organizations and Regional Transportation Planning Agencies.

The following may apply only as a sub-applicant: Universities and Community Colleges, Community-Based Organizations, Cities, Counties, Native American Tribal Governments, Non-Profit Organizations (501.C.3), Public Entities and Transit Agencies (for Transit Grants).



Components of a Complete Application Package



Required Elements:

- Application
- Scope of Work
- Project Timeline
- Application Signature Page
- Third Party In-Kind Valuation Plan (For EJ and CBTP Grants only)
- Map of Project Area
- Local Resolution (For EJ and CBTP Grants only)

Optional Elements:

- Digital Photographs of Project Area
- Letters of Support

Application

Local Match Requirements:

EJ and CBTP Grants:

- 10% minimum of the grant amount requested. At least 7.5% of the grant amount requested must be cash match and the rest may be in-kind.

Partnership Planning

- 20% minimum of the total project cost. The match can include a non federal cash match, third party in-kind contributions or a combination of the two.

Transit Planning

- 11.47% minimum of the total project cost. The match can include a non federal cash match, third party in-kind contributions or a combination of the two.

**Fiscal Year 2012-13
TRANSPORTATION PLANNING GRANT
APPLICATION**

Check One Grant Program

Environmental Justice
 Community-Based Transportation Planning
 Catalyst Project for Sustainable Strategies Pilot Program
 Partnership Planning
 Statewide or Urban Transit Planning Studies
 Rural or Small Urban Transit Planning Studies
 Transit Planning Student Internships

| | | | |
|--|------------------|--|-------------------------|
| PROJECT TITLE | | | |
| PROJECT LOCATION (city(ies) and county(ies)) | | | |
| | APPLICANT | | SUB-APPLICANT(S) |
| Organization | | Organization | |
| Executive Director and title Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> | | Executive Director and title Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> | |
| Contact Person and title Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> | | Contact Person and title Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> | |
| Mailing Address | | Mailing Address | |
| City | | City | |
| Zip Code | | Zip Code | |
| E-mail Address* | | E-mail Address* | |
| Telephone Number | | Telephone Number | |
| FUNDING INFORMATION Use the Match Calculator to complete this section. Match Calculator | | | |
| Grant Funds Requested | \$ | | |
| Local Match - Cash | \$ | | |
| Local Match - In-Kind | \$ | | |
| Total Project Cost | \$ | | |
| Source of funds | | | |

* The e-mail address you provide will be used for notification of application status, so it must be accurate. Any change to the e-mail address must be reported to the appropriate grant program contact noted at <http://www.dot.ca.gov/tpp/grants.html>.

Download the latest version of **Adobe Reader X (10.1.1)**® to complete the application.
This version of Adobe is available free of charge.

Application

Section 1:

Fiscal Year 2012-13 TRANSPORTATION PLANNING GRANT APPLICATION

LEGISLATIVE INFORMATION

Information in this section must directly be tied to the applicant's zip code.
You do not list all legislative members in the project area

| State Senator(s) | | Assembly Member(s) | |
|------------------|----------|--------------------|----------|
| Name(s) | District | Name(s) | District |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

* Use the following link to determine the legislators.
<http://www.legislature.ca.gov/port-zipsearch.html> (search by zip code)

Grant applications must clearly demonstrate how the proposed transportation planning project promotes federal and/or state transportation planning goals.

1. Select the goals that apply to your grant application.

STATE TRANSPORTATION PLANNING GOALS For all Grant Programs

- Improve Mobility and Accessibility:** Expand the system and enhance modal choices and connectivity to meet the State's future transportation demands.
- Preserve the Transportation System:** Maintain, manage, and efficiently utilize California's existing transportation system.
- Support the Economy:** Maintain, manage, and enhance the movement of goods and people to spur the economic development and growth, job creation, and trade.
- Enhance Public Safety and Security:** Ensure the safety and security of people, goods, services, and information in all modes of transportation.
- Reflect Community Values:** Find transportation solutions that balance and integrate community values with transportation safety and performance, and encourage public involvement in transportation decisions.
- Enhance the Environment:** Plan and provide transportation services while protecting our environment, wildlife, historical and cultural assets.

Fiscal Year 2012-13 TRANSPORTATION PLANNING GRANT APPLICATION

FEDERAL TRANSPORTATION PLANNING GOALS For Partnership Planning and Transit Planning

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- Increase the safety of the transportation system for motorized and non-motorized users.
- Increase the security of the transportation system for motorized and non-motorized users.
- Increase accessibility and mobility of people and freight.
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.



**Fiscal Year 2012-13
TRANSPORTATION PLANNING GRANT
APPLICATION**

2. **Project Description (Do not exceed the space provided.) (20 points)**
- A. Briefly summarize project. (10 points)
 - B. Briefly describe the project area. (10 points)

Section A: A good project description is one that can summarize the project in a clear and concise manner.

Section B: This section needs to describe the geographical, socio-economic, and cultural setting of the project area—define the boundaries, urban/rural/suburban setting, ethnic make-up, languages spoken, income-levels, etc.

**Fiscal Year 2012-13
TRANSPORTATION PLANNING GRANT
APPLICATION**

- 3. Project Justification (Do not exceed the space provided.) (20 points)**
- A. Describe the problems or deficiencies the project is attempting to address. (10 points)
 - B. Describe how the project will address the identified problems or deficiencies. (10 points)

Section A: This section needs to clearly define the existing issues surrounding the project (e.g., transportation issues, inadequate transit services, impacts of heavy trucking on local streets, air pollution, etc).

Section B. State how this project addresses issues raised in Section A. Describe how community assets/opportunities will aid in solving the issues presented.

**Fiscal Year 2012-13
TRANSPORTATION PLANNING GRANT
APPLICATION**

- 4. Public Participation (Do not exceed the space provided.) (20 points)**
- A. Identify the project stakeholders (e.g. low-income and minority communities, Native American Tribal governments, other underrepresented groups, community-based organizations, and businesses affected by the project). (10 points)
 - B. Describe the outreach methods that will be used to reach the public and the project stakeholders with an emphasis on engaging traditionally underrepresented communities. (10 points)

Section A: Explain who the stakeholders are and how their participation will enhance this project.

For Transit Planning Internship proposals, the stakeholders would be the educational institutions or other agencies that will be used for recruiting potential interns.

Section B: Public awareness, acceptance, and involvement in the planning process are vital components for successful outcomes. It is important to create an essential link between the public and the project through public participation and integrating feedback into the development of the product. These grants are the catalyst for creating partnerships in the transportation planning process, where the public can support and champion the project. Thoroughly describe the outreach methods that will be used to communicate, and engage traditionally underrepresented communities and stakeholders (e.g., community town hall meetings, charrettes, interactive websites, focus group meetings, surveys, workshops, door-to-door visitations, public events, etc.).

For Transit Planning Internship proposals, (1) provide details about the methods that will be used to recruit interns, and (2) provide details about the public outreach activities, which students will be exposed to during the course of the internship.

**Fiscal Year 2012-13
TRANSPORTATION PLANNING GRANT
APPLICATION**

- 5. Project Implementation (Do not exceed the space provided.) (20 points)**
- A. List the project's anticipated accomplishments and final deliverables. (10 points)
 - B. Explain how the completed project and its deliverables will be applied, or carried forward, to the next stage/phase. (10 points)

Section A: Identify anticipated accomplishments and deliverables that will be produced. Realistic and achievable outcomes need to be identified by providing plans and recommendations that can be implemented. It is important that a project not only produce an identifiable final product, but also recognize obvious and practical outcomes that the public can support.

Section B: Project implementation is the ultimate goal for these grant programs. Describe how the project deliverables will assist with the plan's overall goal(s) by identifying steps that will lead toward future implementation.

Scope of Work

**SAMPLE SCOPE OF WORK:
City of Can Do Complete Street Plan**

The City of Can Do Complete Street Plan will provide a conceptual multi-modal planning foundation for the City’s downtown main street corridor. The Plan will be used to evaluate how different complete street features enhance or detract from the vision of the community. The city intends to gather public input through interactive community workshops which will be the driving factor of the planning process. The City of Can Do Complete Street Plan will contain conceptual design only. It is the City of Can Do’s intent that once this plan is complete, it will lead to implementation and development (funding source to be determined).

The below scope of work reflects the anticipated process and deliverables for the City of Can Do Complete Street Plan.

RESPONSIBLE PARTIES

The City of Can Do with the assistance of a consulting firm will perform this work. The City has not yet selected a consulting firm and the proper procurement procedures will be used through a competitive RFP process. Minor changes to the scope of work may be necessary to integrate innovative outreach approaches suggested by the consulting firm. City staff anticipates these figures will not differ substantially and will not exceed the grant request amount.

OVERALL PROJECT OBJECTIVES

- Reduce street crown and replace surface with enhanced and/or porous street pavers.
- Sidewalk widening and fully accessible ramp improvements at intersections.
- Add and improve bicycle lanes.
- Installation of street trees with grates and tree grates for existing trees that can be preserved.
- Installation of pedestrian-scale street lighting at intersections.
- Installation of street furniture and other design features.
- Application of “green street” concepts, such as stormwater planter boxes and porous pavement where possible.
- Conceptual designs for underground utilities.
- Conceptual designs to improve drainage conveyance.

1. Project Initiation

Task 1.1: Project Kick-off Meeting

- The City will hold a kick-off meeting with Caltrans staff to discuss grant procedures and project expectations including invoicing (at least quarterly but not more frequently than monthly), quarterly reporting, and all other relevant project information. Meeting summary will be documented.

- Responsible Party: The City

Task 1.2: Staff Coordination

- Monthly face-to-face project team meetings with consultants to ensure good communication on upcoming tasks and to make sure the project remains on time and within budget. Caltrans staff will be invited to the project team meetings.
- Responsible Party: The City

Task 1.3: RFP for Consultant Services

- Complete an RFP process for selection of a consultant using the proper procurement procedures.
- Responsible Party: The City

Task 1.4: Identify Existing Conditions

- Gather existing conditions and background data by identifying opportunities and constraints as well as standards that should be used to guide preparation of the plan such as existing and planned land uses, population characteristics, and travel projections within the City.
- Inventory and evaluate existing bicycle and pedestrian facilities.
- Responsible Party: Consultant

| Task | Deliverable |
|------|------------------------------|
| 1.1 | Meeting Notes |
| 1.2 | Monthly Meetings Notes |
| 1.3 | Executed Consultant Contract |
| 1.4 | Existing Conditions Report |

2. Public Outreach

Note: All meetings will be publically noticed to ensure maximum attendance. All public notices will be in English and Spanish. Spanish translators and sign language interpreters will be present at all workshops.

Task 2.1: Community Workshop #1

- Walking tour and workshop. This workshop will introduce the project to the public, define project parameters, inform community of project opportunities and



Scope of Work

Eligible Activities and Expenses:

- Community surveys
- Data gathering and analysis
- Planning consultants
- Concept drawings of the project
- Community meetings, charrettes, focus groups
- Bilingual services for interpreting and/or translation services for meetings
- Lights snacks and non-alcoholic refreshments to facilitate meetings (for CBTP and EJ only)
- Travel expenses (if approved in the Scope of Work and Project Timeline – see Caltrans Travel Guide for eligibility)

Ineligible Activities and Expenses:

- Environmental studies
- Project Initiation Documents
- Regional Transportation Plans
- General Plans or updates to elements
- Construction Projects
- Purchasing computers, software, office furniture, or other capital expenditure
- Decorations
- Acquisition of vehicles or shuttle programs
- Organizational membership fees
- Incentives (Partnership Planning or Transit Planning only)
- Charges to sub-recipients for oversight of awarded grant funds



Third Party In-Kind Valuation Plan

SAMPLE Third Party In-Kind Valuation Plan

| Task | Activity | Title | Hourly Rate | Hours | Estimated Cost |
|------|-----------------------|----------------------------------|-------------|-------|----------------|
| 2 | Public Outreach | | | | |
| 2.1 | Community Workshop #1 | Donated Workshop Conference Room | \$50 | 4 | \$200 |
| | | Volunteer Workshop Facilitator | \$43 | 4 | \$170 |
| 2.2 | Community Workshop #2 | Donated Workshop Conference Room | \$50 | 4 | \$200 |
| | | Volunteer Workshop Facilitator | \$43 | 4 | \$170 |
| 2.3 | Community Workshop #3 | Donated Workshop Conference Room | \$50 | 4 | \$200 |
| | | Volunteer Workshop Facilitator | \$43 | 4 | \$170 |

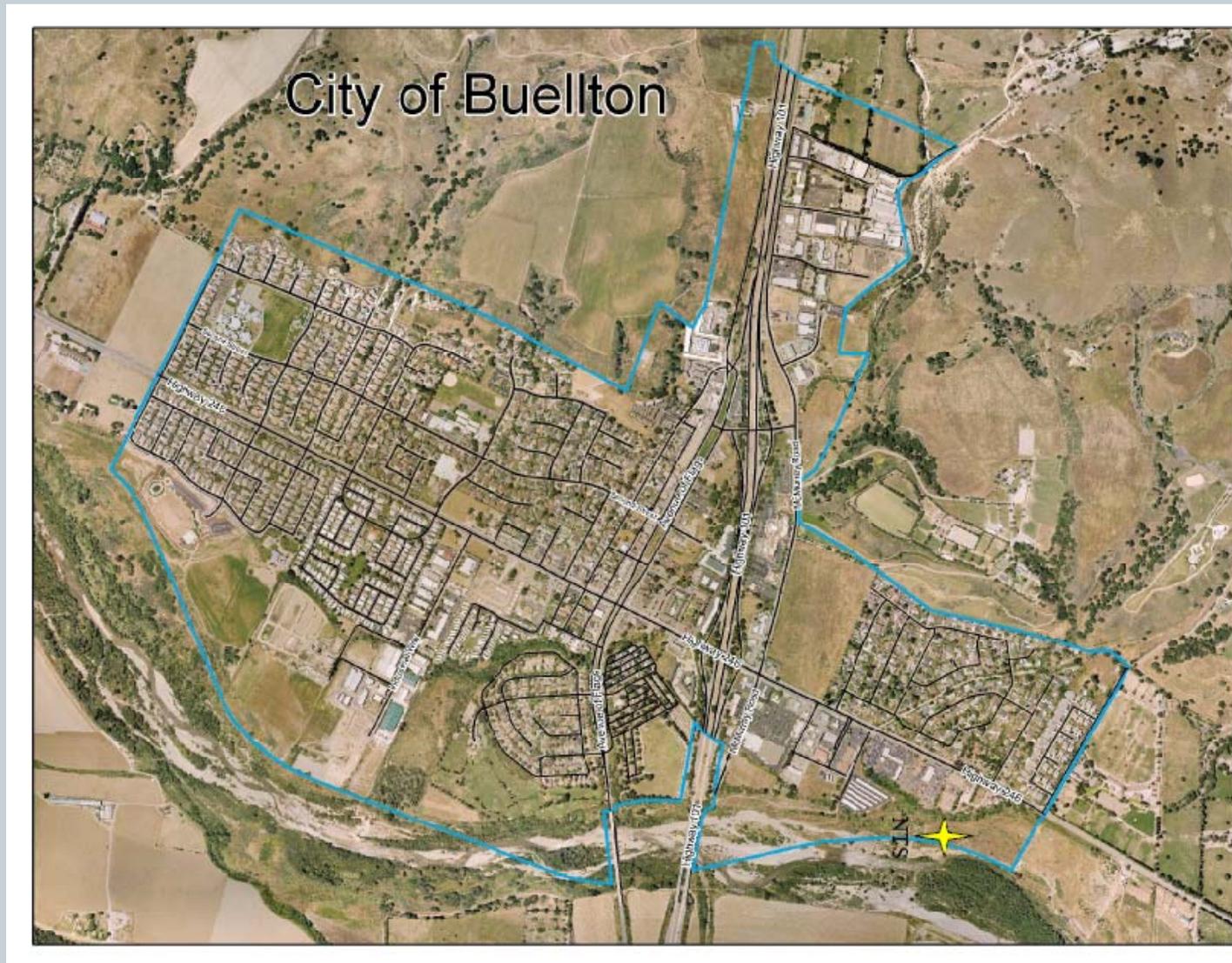
Task 2 Total In-kind Match Amount: \$1,111

| | |
|---|--|
| Name of the third party in-kind match provider: | CBO |
| How the third party in-kind match will be documented for accounting: | CBO will submit a statement for donated services rendered to the City of Can Do with the value of estimated cost for conference room rental and volunteer facilitator for each workshop. |
| Fair Market Value and Determination: | The donated conference room rental rate is \$50 per hour; this is a rate established by CBO. City of Can Do researched the cost for workshop facilitators and the average rate is \$43. |

A Third Party In-Kind Valuation Plan is required if the grantee or a sub-recipient is going to hire a consultant to perform work during the project.



Map of Project Area



Local Resolution

**CITY OF CAN DO
RESOLUTION NO. 009-2012**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF CAN DO
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AGREEMENTS
WITH THE
CALIFORNIA DEPARTMENT OF TRANSPORTATION**

WHEREAS, the Board of Directors of for the City of Can Do is eligible to receive Federal and/or State funding for certain transportation planning related plans, through the California Department of Transportation; and

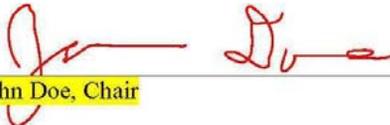
WHEREAS, a Fund Transfer Agreement is needed to be executed with the California Department of Transportation before such funds can be claimed through the Transportation Planning Grant Programs; and

WHEREAS, the City of Can Do wishes to delegate authorization to execute these agreements and any amendments thereto;

1 **NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City of Can Do, authorize the Executive Director to execute all Fund Transfer Agreements and any amendments thereto with the California Department of Transportation.

APPROVED AND PASSED this 4th day of February, 2012.

2


John Doe, Chair

3

ATTEST:

Eileen Wright, Executive Director



Application Signature Page

**Fiscal Year 2012-13
TRANSPORTATION PLANNING GRANT
APPLICATION**

Application Signature Page

If selected for funding, the information contained in this application will become the foundation of the contract with Caltrans.

To the best of my knowledge, all information contained in this application is true and correct. If awarded a grant with Caltrans, I agree that I will adhere to the requirements and guidelines specified in this grant application.

Signature of Executive Director (Applicant)

Print Name

Title

Date

Signature of Authorized Official (Sub-recipient)

Print Name

Title

Date

THE FOLLOWING DOCUMENTS ARE REQUIRED:

Submit via e-mail as separate attachments. Refer to the Transportation Planning Grant Guide for additional information and/or samples.

- Application* (Complete the PDF version of this form provided at <http://www.dot.ca.gov/hq/tpp/grants.html>.) **Only one application submittal per e-mail is permitted.**
- Application Signature Page (Print, sign, and scan this page in PDF format)
- Scope of Work (Microsoft Word format)
- Project Timeline (Microsoft Excel format)
- Third Party In-Kind Valuation Plan, if applicable (EJ and CBTP grant programs require this document at the time of application submittal)
- Map of Project Area
- Local Resolution (Applicable to CBTP and EJ only – PDF format)

THE FOLLOWING DOCUMENTS ARE OPTIONAL:

- Digital Photographs of Project Area (when applicable)
- Letter(s) of Support

**Failure to include any of the required documents will result in a reduced application score.
*Scanned or hard copies of the application will not be accepted.**



Characteristics of a Competitive Grant Application



- **Make a clear nexus between state and federal goals and project goals**
- **Clearly identify the issues which create the need for the project**
- **Identify stakeholders in the project and demonstrate creativity and context sensitivity in methods for participation and engagement**
- **Identify steps between plan deliverable and implementation**
- **Address completely and comprehensively the objectives of each section**
- **Review your application for grammatical and spelling errors**
- **Submit the application complete and on time in the required formats identified in the Grant Application Guidelines**

APPLICATIONS MUST BE SENT VIA E-MAIL BY
5:00 PM, Monday, April 2, 2012
Hard Copies will not be Accepted

**Environmental Justice and Community Based Transportation
Planning Grants:**

Email to : OfficeofCommunityPlanning@dot.ca.gov

Partnership Planning and Transit Planning Grants:

Email to : Regional_Planning_Grants@dot.ca.gov

Summer 2012 –target award and announcement date



Resources



Caltrans Headquarters Transportation Planning Grant Webpage

<http://www.dot.ca.gov/hq/tpp/grants.html>

Caltrans District 5 Transportation Planning Grant Webpage

http://www.dot.ca.gov/dist05/planning/community_planning.htm



Questions?



Please Contact:

Melissa Streder

Melissa.streder@dot.ca.gov

805-549-3800

or

Brandy Rider

Brandy.rider@dot.ca.gov

(805) 549-3970

