Transportation Planning Grants
Fiscal Year 2009-2010

Environmental Justice: Context-Sensitive Planning

Community-Based Transportation Planning

Partnership Planning (FHWA)

Transit Planning (FTA Section 5304)

- Statewide Transit Planning Studies
- Transit Technical Planning Assistance
- Transit Professional Development

Application Deadline
April 1, 2009

Caltrans

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APPLICATIONS MUST BE POSTMARKED OR RECEIVED AT YOUR LOCAL CALIFORNIA DEPARTMENT OF TRANSPORTATION DISTRICT PLANNING OFFICE BY

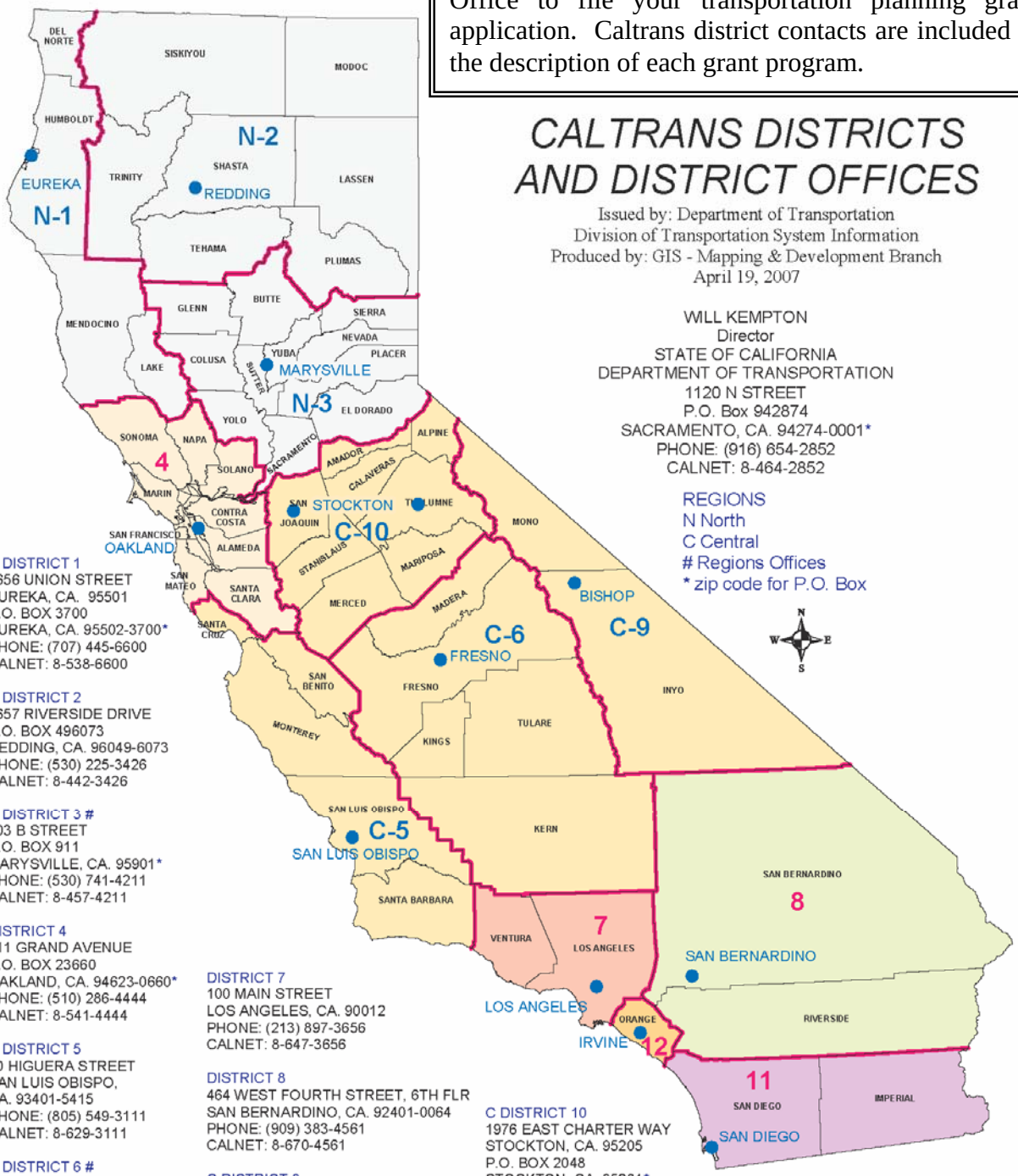
5:00 PM, WEDNESDAY, APRIL 1, 2009

CONTACT THE APPROPRIATE CALTRANS DISTRICT PLANNING PERSON LISTED AT THE END OF EACH GRANT PROGRAM FOR QUESTIONS OR ADDITIONAL INFORMATION

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

DEPARTMENT OF TRANSPORTATION
DISTRICT BOUNDARIES

Refer to this map to locate your local Caltrans District Office to file your transportation planning grant application. Caltrans district contacts are included in the description of each grant program.

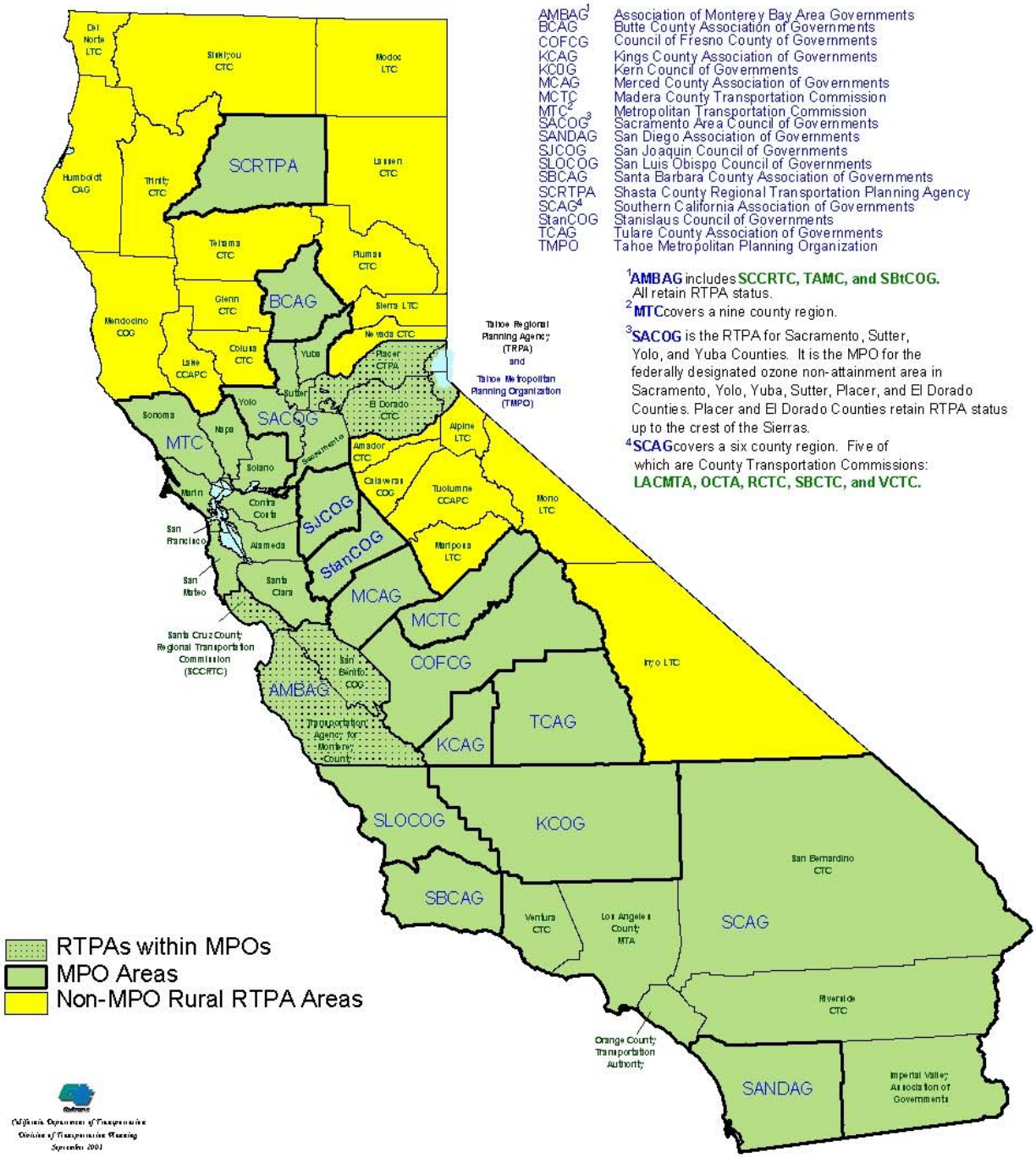


CALIFORNIA

Metropolitan Planning Organizations(MPOs)

and

Regional Transportation Planning Agencies (RTPAs)



Refer to this map to locate your local MPO or RTPA if you are interested in partnering when applying for a grant application.

Grant Program Description

The California Department of Transportation (Caltrans) invites applications for Fiscal Year 2009-2010 Transportation Planning Grant Programs. The funds available from the six grant programs identified in this package may be used for a wide range of transportation planning projects.

INTRODUCTION

Caltrans provides transportation planning grants for:

- Environmental Justice: Context-Sensitive Planning
- Community-Based Transportation Planning
- Partnership Planning (FHWA)
- Transit Planning (FTA Section 5304)
  --Statewide Transit Planning Studies
  --Transit Technical Planning Assistance
  --Transit Professional Development

Transportation Planning Grants are intended to promote a balanced, comprehensive multi-modal transportation system. The Federal and State goals provide a framework for the grant programs. The Environmental Justice: Context-Sensitive Planning and the Community-Based Transportation Planning grant programs reflect State goals, while the Partnership Planning and Transit Planning grant programs reflect Federal Goals. The results of these grants should ultimately lead to the adoption, initiation, and programming of transportation improvements.

Each Transportation Planning Grant program has program-specific purposes and is intended to address local needs and issues. Transportation Planning Grant proposals should also incorporate broader goals and reflect attributes desired throughout the transportation system.

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

FEDERAL TRANSPORTATION PLANNING GOALS

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and freight.
5. 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.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.

CALIFORNIA TRANSPORTATION PLAN GOALS

1. Improve Mobility and Accessibility: Expanding the system and enhancing modal choices and connectivity to meet the State's future transportation demands.
2. Preserve the Transportation System: Maintaining, managing, and efficiently utilizing California's existing transportation system.
3. Support the Economy: Maintaining, managing, and enhancing the movement of goods and people to spur the economic development and growth, job creation, and trade.
4. Enhance Public Safety and Security: Ensuring the safety and security of people, goods, services, and information in all modes of transportation.
5. Reflect Community Values: Finding transportation solutions that balance and integrate community values with transportation safety and performance, and encourage public involvement in transportation decisions.
6. Enhance the Environment: Planning and providing transportation services while protecting our environment, wildlife, and historical and cultural assets.

Each grant program has different purposes and matching fund requirements. Applicants may submit more than one application, but any given project can only be submitted to **one** grant program. The Caltrans grant programs will check all applications for duplicate projects including those with different titles. For the benefit of the applicant, Caltrans staff may refer an application to a different grant program for consideration if the proposal is better suited for that program.

An electronic version of this application is available at the following website:

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

Pages 7 and 8 summarize each of the Transportation Planning Grant programs. Refer to these charts for eligibility requirements for each grant program.

Transportation Planning Grant Summary Chart

GRANT	FUND SOURCE	PURPOSE	WHO MAY APPLY	LOCAL MATCH
Environmental Justice: Context-Sensitive Planning	State Highway Account **Budget** $3 million **Grant Cap** $250,000	Promote community involvement in planning to improve mobility, access, and safety while promoting economic opportunity, equity, environmental protection, and affordable housing for low-income, minority, and Native American communities.	The following may apply **directly or as a sub-recipient**: • Metropolitan Planning Organizations and Regional Transportation Planning Agencies • Cities and Counties • Transit Agencies • Native American Tribal Governments The following may apply only as a **sub-recipient**: • Universities and Community Colleges • Community-Based Organizations • Non-Profit Organizations (501.C.3) • Public Entities**	10% of the **grant amount requested** (in non-State and non-federal funds). Up to half of the 10% match can be in-kind*. Refer to sample match calculation on Page 14.
Community-Based Transportation Planning	State Highway Account **Budget** $3 million **Grant Cap** $300,000	Fund coordinated transportation and land use planning that promotes public engagement, livable communities, and a sustainable transportation system which includes mobility, access, and safety.	The following may apply **directly or as a sub-recipient**: • Metropolitan Planning Organizations and Regional Transportation Planning Agencies • Cities and Counties • Transit Agencies • Native American Tribal Governments The following may apply only as a **sub-recipient**: • Universities and Community Colleges • Community-Based Organizations • Non-Profit Organizations (501.C.3) • Public Entities**	20% of the **grant amount requested** (in non-State and non-federal funds). Up to half of the 20% match can be in-kind*. Refer to sample match calculation on Page 24.
Partnership Planning	FHWA*** State Planning and Research, Part 1 **Budget** Federal funds $1,000,000 **Grant Cap** $300,000	Fund transportation planning studies of multi-regional and statewide significance in partnership with Caltrans.	The following may **only** apply as an **applicant**: • Metropolitan Planning Organizations and Regional Transportation Planning Agencies The following may apply only as a **sub-recipient**: • Universities and Community Colleges • Native American Tribal Governments • Cities and Counties • Community-Based Organizations • Non-Profit Organizations (501.C.3) • Public Entities**	20% of **grant total requested** (in non-federal funds or an in-kind* contribution). The entire minimum 20% local match may be in the form of an in-kind contribution. Additional local funds above the minimum local match are desired. Refer to sample match calculation on Page 37.

GRANT	FUND SOURCE	PURPOSE	WHO MAY APPLY	LOCAL MATCH
Statewide Transit Planning Studies	FTA*** Section 5304 **Budget** Federal funds $1,400,000 **Grant Cap** $300,000	Fund studies on transit issues having statewide or multi-regional significance to assist in reducing congestion.	The following may **only** apply as an **applicant**: • Metropolitan Planning Organizations and Regional Transportation Planning Agencies The following may apply only as a **sub-recipient**: • Transit Agencies • Universities and Community Colleges • Native American Tribal Governments • Cities and Counties • Community-Based Organizations • Non-Profit Organizations (501.C.3) • Public Entities**	11.47% of the **grant total requested** (in non-federal funds or an in-kind* contribution). The entire minimum 11.47% local match may be in the form of an in-kind contribution.
Transit Technical Planning Assistance	FTA*** Section 5304 **Budget** Federal funds $700,000 **Grant Cap** $100,000	Fund public transportation planning studies in rural or small urban areas of California (transit service area with population of 100,000 or less).	The following may **only** apply as an **applicant**: • Metropolitan Planning Organizations and Regional Transportation Planning Agencies The following may apply only as a **sub-recipient**: • Transit Agencies • Universities and Community Colleges • Native American Tribal Governments • Cities and Counties • Community-Based Organizations • Non-Profit Organizations (501.C.3) • Public Entities**	11.47% of the **grant total requested** (in non-federal funds or an in-kind* contribution). The entire minimum 11.47% local match may be in the form of an in-kind contribution.
Transit Professional Development	FTA*** Section 5304 **Budget** Federal funds $150,000 **Grant Cap** $50,000	Fund student internship opportunities in transit planning at public transit agencies.	The following may **only** apply as an **applicant**: • Metropolitan Planning Organizations and Regional Transportation Planning Agencies The following may apply only as a **sub-recipient**: • Transit Agencies • Universities and Community Colleges • Native American Tribal Governments • Cities and Counties • Community-Based Organizations • Non-Profit Organizations (501.C.3) • Public Entities**	11.47% of the **grant total requested** (in non-federal funds or an in-kind* contribution). The entire minimum 11.47% local match may be in the form of an in-kind contribution.

* In-kind contribution can include a documented, quantified amount of equipment, supplies, or other tangible resources, space, or staff time.

** Public entity includes the State, the Regents of the University of California, a county, city, district, public authority, public agency, and any other political subdivision or public corporation in the State. (Government Code Section 811.2)

***FHWA is the Federal Highway Administration. FTA is the Federal Transit Administration.

General Information and Requirements

APPLICATION SUBMITTAL

Five signed hard copies and one electronic copy on a CD (Microsoft Word and Excel) of the entire Application including documents must be postmarked or received by your local Caltrans District Planning Office no later than **5:00 pm, Wednesday, April 1, 2009** (see appropriate Caltrans District Planning contact in the description of each grant program). **Late applications will not be accepted.**

Caltrans district staff is available **prior to the April 1, 2009** deadline to answer general questions to help interested groups complete their applications. Applicants may also direct their questions to the appropriate Caltrans Headquarters staff for the respective programs.

Timeline

- Winter – Transportation Planning Grant Application available by mail, e-mail, and website. *http://www.dot.ca.gov/hq/tpp/grants.html*
- April 1, 2009 – Final applications due to appropriate Caltrans District Planning Office.
- Fall 2009 – Estimated time of grant award announcements (upon approval of State budget).

FINANCIAL REQUIREMENTS

Grant payments are made only as reimbursements occurring no more frequently than monthly or at a minimum quarterly. The Grantee must pay its sub-recipients and named subcontractors prior to submitting an invoice requesting reimbursement from Caltrans. A single, one-time, **lump sum invoice for the entire grant is not allowed.** Local match must be expended on a proportional basis coinciding with the expenditure of the grant funds.

Non-federal sources for local match can include local sales tax, special bond measures, private donations, private foundations, etc. Examples of in-kind contributions include donated printing, facilities, food (for EJ and CBTP only), interpreters, equipment, advertising, staff time, etc. All in-kind contributions must be itemized.

Grantees are required to maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item. The accounting system of the Grantee, including its sub-recipients and subcontractors, shall conform to Generally Accepted Accounting Principles that enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices sent to or paid by Caltrans. Allowable project costs will be in compliance with 49 Code of Federal Regulations (CFR), Part 18 and Office of Management and Budget (OMB) A-87. It is the Grantee's responsibility, in conjunction with Caltrans district staff, to monitor work and expenses to ensure the project is completed according to the contracted Scope of Work and Project Timeline/Project Schedule and Funding Chart. Grantees must monitor work and costs to ensure their invoices are submitted on a regular and timely basis (monthly or quarterly). Grantees must communicate with their local Caltrans District Planning office to ensure any issues are addressed early during the project period.

An Indirect Cost Allocation Plan or Central Service Cost Allocation Plan and related documentation are to be provided to the Caltrans Office of Audits and Investigations annually for review and approval prior to the Grantee seeking reimbursement of indirect costs. The Grantee must prepare and submit its Indirect Cost Allocation Plan or Central Service Cost Allocation Plan in accordance with Office of Management and Budget (OMB) A-87 and Caltrans Local Programs Procedures (LPP) 04-10.

http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.html

ELIGIBLE EXPENSES

Direct costs must be used for planning-related activities, such as community surveys, community meetings, charrettes, focus groups, data gathering and analysis, planning consultants, bilingual services to facilitate meetings, reproduction costs, office supplies, concept drawings of the project, computer rental, transit passes and light snacks and non-alcoholic refreshments *(light snacks and refreshments are an eligible expense for the Environmental Justice: Context-Sensitive Planning and Community-Based Transportation Planning Grant Programs only)* to facilitate public participation.

INELIGIBLE PROJECTS AND EXPENSES

Environmental studies, plans, or documents normally required for project development under the National Environmental Policy Act (NEPA) or the California Environmental Quality Act (CEQA), or any Project Initiation Document (PID) are not eligible expenses under these grants. Construction and procurement of equipment or materials, such as building a facility or purchasing computers, are not eligible expenses, even if such purchases might be funded with other funds or provided as match. Construction projects, construction materials, maintenance, decoration, or acquisition of any vehicles, and shuttle programs are ineligible. The purchase of computers, software, and office furniture or any other capital expenditures are also ineligible expenses. These grants cannot be used for personal expenses (such as meals), use of personal vehicles, organizational membership fees, or other items unrelated to the project.

OWNERSHIP

Any technologies or inventions that may result from the use of these grants are in the public domain and may not be copyrighted, sold, or used exclusively by any business, organization, or agency. Caltrans reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use for government purposes.

LETTERS OF SUPPORT

Letters of Support for the project are strongly encouraged. They should be ***addressed to the grant applicant*** and **submitted with the application**. Such letters can come from community-based organizations, local governments, Native American Tribal governments, service agencies, and elected officials. Letters of Support received separately from the application package will not be considered.

SUBCONTRACTING

When applicable, applicants must comply with bidding requirements for third party contracts. See 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments:

http://www.nhtsa.dot.gov/nhtsa/whatsup/TEA21/GrantMan/HTML/03_DOTComRul_49CFR18.html

There is no standard template for subcontracting for these planning grants. However, Grantees are encouraged to use a subcontracting agreement that clearly specifies the work, deliverables, due dates, and costs that will permit the Grantee to have proper accountability and management.

Projects are sometimes an extension of a larger, ongoing transportation project. For example, a city or regional agency is working on plans to improve a major corridor and a properly selected consultant is already employed, but additional planning is needed to address local issues and community outreach along that corridor. The consultant can be used for this additional work without further bidding, but the Grantee must submit a written explanation to the Caltrans district contract manager describing how the additional work is part of this larger, continuing project and why it merits a waiver from competitive bidding. In general, Grantees must conduct the procurement of

goods and services in a fair and open competitive manner. Grantees are prohibited from restricting competition in any government-funded procurement transaction.

The following applies only to the Environmental Justice: Context-Sensitive Planning and Community-Based Transportation Planning Grant programs.

- If the grant applicant specifically identifies a sub-recipient/subcontractor in the Scope of Work, the sub-recipient/subcontractor may be employed without further bidding. However, when choosing a sub-recipient/subcontractor, applicants are reminded to select them at the onset of their application in a fair and careful manner and be able to justify the value the sub-recipient/subcontractor brings to the project.
- If a sub-recipient/subcontractor is **not** identified in the Scope of Work and the value *exceeds $25,000*, the work must be competitively bid. The bidding process does not need to be elaborate, but must reflect an honest and reasonable effort to seek at least three written proposals for the same work or services. It must be a fair, objective, and documented process. Grantees are advised to retain their documentation.
- If a sub-recipient/subcontractor is **not** identified in the Scope of Work and the work contemplated is *less than $25,000* in cost, the work is not subject to bid requirements but still requires prior approval by your Caltrans District Planning Office.

TITLE VI NONDISCRIMINATION REQUIREMENT

Title VI of the U.S. Civil Rights Act prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance. Specifically Title VI provides the following:

> *No person in the United States shall, on the ground of race, color, national origin, religion, sex, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving financial assistance from the Federal government.*

Caltrans is responsible for complying with Civil Rights requirements and for monitoring compliance of any sub-recipients of its funding. This is also applicable to sub-recipients of State funding. The Federal Highway Administration and the Federal Transit Administration each have requirements that recipients must demonstrate continued compliance with Title VI. Compliance with Title VI includes conducting meetings in a fair and reasonable manner that are open to all members of a community. Compliance also reflects not only law but is a good policy that builds the kind of trust and information sharing upon which successful planning is done. Even where a city or county may not be receiving federal funding for transportation, the Civil Rights Restoration Act of 1987 also obligates that a city or county comply with Title VI if it receives any other federal funding for any program.

DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENT (DBE)

Effective May 1, 2006, Caltrans and its sub-recipient local agencies receiving U.S. Department of Transportation federal financial assistance for transportation and transit related projects, were obligated to change from a race conscious to a race neutral DBE Program. Current DBE provisions do not require specific DBE contract participation goals and evaluation of "Good Faith Efforts". As a matter of statewide policy, Caltrans would like all local agencies to express their desire for prime contractors and prime consultants to voluntarily continue to use and list DBEs as subcontractors. Please refer to the Caltrans Civil Rights' website (http://www.dot.ca.gov/hq/bep/index.htm) where the DBE Program Plan is posted. Specifically, refer to the Transportation Planning portion and any applicable attachments listed in the Table of Contents.

ENVIRONMENTAL JUSTICE: CONTEXT-SENSITIVE PLANNING

Environmental Justice: Context-Sensitive Planning

PURPOSE

Environmental Justice: Context-Sensitive Planning Grants are intended 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 their mobility, access, safety, and opportunities for affordable housing and economic development.

GRANT SPECIFIC OBJECTIVE

Proposed projects should have a clear focus on transportation and community development issues that address the interests of low-income, minority, Native American, and other under-represented communities.

EXAMPLES OF PROJECT TYPES

Environmental Justice: Context-Sensitive Planning grants were created to fill a void and are targeted to reach populations that are often left out of the Transportation Planning process.

- Identifying and involving under-represented groups in planning and project development
- Improving demographic and socioeconomic analysis to identify emerging communities
- Improving access and safety for pedestrians and bicyclists
- Planning and safety improvements for pedestrians and bicycles for the low-income, minority, and Native American Tribal communities
- Feasibility studies for transportation improvements in under-served communities
- Planning transportation improvements that have a clear component of economic revitalization
- Improving cooperation between public agencies and communities in community development
- Developing guidelines and supporting information for the environmental justice element of the General Plan
- Bilingual services for hearings, workshops, and promotion of transportation services
- Private Sector partnerships and foundation investment to enhance economic vitality, equity, and environmental protection while improving opportunities for affordable housing
- Promoting application of intelligent transportation systems (ITS); i.e., traveler information for under-served communities
- Community-based design and public art associated with transportation facilities and right of way.
- Planning for transportation projects with community health and safety benefits
- Improving access to telecommunication and Internet where a transportation benefit is clearly demonstrated
- Transportation and land use projects in central and inner cities and older suburbs
- Transportation projects in underdeveloped rural and agricultural areas
- Infill development and brown field redevelopment with a transportation benefit for under-served communities
- Promoting community development in planning for seaport or airport expansions
- Transportation planning that enhances the business climate, affordable housing, and economic development in under-served communities
- Assessing goods movement, air quality, greenhouse gases, and energy efficiency and their effect on low-income, minority, and Native American Tribal communities
- Transportation planning that enhances the assessment of goods movement in the low-income, minority, and Native American Tribal communities
- Promoting Tribal Government involvement in transportation planning
- Improving safety and access to jobs, health care, and education on Tribal lands

WHO MAY APPLY

Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), Cities, Counties, Transit Agencies, and federally recognized Native American Tribal Governments may apply for this grant program directly as an applicant or as a sub-recipient to a lead agency.

Universities and Community Colleges, Community-Based Organizations, Non-Profit Organizations (501.C.3), and Public Entities may apply only as a sub-recipient with an MPO, RTPA, City or County as the lead applicant.

LOCAL RESOLUTION REQUIREMENT

A local resolution from the applicant's governing board stating the title of the person authorized to enter into a contract with Caltrans must be included with the application.

OVERALL WORK PROGRAM

Once an Environmental Justice: Context-Sensitive Planning Grant is awarded, MPOs and RTPAs who receive a grant must include the project as a formal work element in their Overall Work Program (OWP).

FUNDING

An estimated $3 million will be available for the FY 2009-2010 grant cycle **pending approval of the State budget.** All projects require a local match equal to 10 percent of the grant total (one-half may be in-kind and one-half must be local funding). Local match funds cannot be State or federal, or money that has already been used for other programs or projects. The maximum grant that can be awarded under the Environmental Justice: Context-Sensitive Planning grant program is $250,000.

Sample Match Calculation:

	$100	Grant Total
	x10%	
=	$10	Mandatory Local Match

CONTRACTING LIMITATIONS

These grants have a time limit. All project funds must be encumbered during the first fiscal year (upon approval of the State budget). Work can begin during the year of encumbrance upon contract execution. The second and third fiscal years are for project-related activities. Work cannot begin until the Grantee receives a fully executed contract and has been notified by Caltrans to begin work.

February 28, 2012

- Contract expires **(no time extensions will be granted, because funds will lapse)**
- Reimbursable work must be completed

May 1, 2012

- All final invoices must be submitted to Caltrans for approval and reimbursement. This allows Caltrans sufficient time to comply with the State Controller's Office payment requirements.

AWARD TERMS AND CONDITIONS

If an agency does not demonstrate adequate performance and timely use of funds, Caltrans may take appropriate actions, which can include termination of the grant. Inadequate performance by applicants or an applicant's subcontractor may hinder their ability to leverage future grant awards.

Environmental Justice: Context-Sensitive Solutions
Contact List

DISTRICT	CONTACT	MPO/RTPA
DISTRICT 1 1656 Union Street Eureka, CA 95501 (P.O. Box 3700) 95502-3700	Jesse Robertson (707) 441-2009 FAX (707) 441-5869	• Del Norte LTC • Humboldt COG • Lake COG • Mendocino COG
DISTRICT 2 1657 Riverside Drive Redding, CA 96001 (P.O. Box 496073) 96049-6073	Sandra Rivera (530) 225-0516 FAX (530) 225-3578	• Lassen LTC • Tehama LTC • Modoc LTC • Trinity LTC • Plumas LTC • Siskiyou LTC • Shasta LTC
DISTRICT 3 Office Transportation Planning 703 B Street (P.O. Box 911) Marysville, CA 95901	Shannon Culbertson (530) 741-5435 FAX (530) 741-5346	• Butte CAG • Sierra LTC • Colusa LTC • Glenn LTC • El Dorado LTC • Nevada LTC • Placer LTC • Sacramento Area COG • TRPA - Tahoe Basin • Tahoe Metropolitan Planning Organization
DISTRICT 4 111 Grand Avenue Oakland, CA 94612 (P.O. Box 23660) 94623-0660	Emmanuel Mekwunye (510) 286-6326 FAX (510) 286-5513	• Metropolitan Transportation Commission
DISTRICT 5 50 Higuera Street San Luis Obispo, CA 93401	Brian Graham (805) 549-3970 Mark McCumsey (805) 549-3963 FAX (805) 549-3077	• Monterey LTC • Santa Cruz LTC • San Benito COG • Association of Monterey County Bay Area Governments • Santa Barbara CAG • San Luis Obispo COG
DISTRICT 6 1352 West. Olive Drive Fresno, CA 93728-2616 (P.O. Box 12616) 93778	Marta Frausto (559) 488-4168 FAX (559) 488-4088	• Fresno COG • Tulare COG • Kern COG • Kings CAG • Madera LTC

DISTRICT	CONTACT	MPO/RTPA
DISTRICT 7 100 South Spring Street Los Angeles, CA 90012-3606	Fernando Castro (213) 897-1905 Melanie Bradford (213) 897-9446 FAX (213) 897-1337	• Southern California Association of Governments
DISTRICT 8 464 West Fourth Street Sixth Floor San Bernardino, CA 92401	Lorna Foster (909) 383-4473 FAX (909) 383-6890	• Southern California Association of Governments
DISTRICT 9 500 South Main Street Bishop, CA 93514	Forest Becket (760) 872-0735 FAX (760) 872-0678	• Inyo LTC • Mono LTC
DISTRICT 10 1976 East Charter Way Stockton, CA 95206 (P.O. Box 2048) 95201	Annette Clark, San Joaquin Region (209) 948-3909 Kathy Selsor, Stanislaus County (209) 948-7190 John Gedney, Merced Region (209) 942-6092 Maria Rodriquez, Tuolumne Region (209) 948-7475 Kathleen McClaflin, Amador, Calaveras, and Alpine Regions (209) 948-7647 Mary Ann Avalos, Mariposa Region (209) 941-1982 FAX (209) 948-7164	• Alpine LTC • Amador LTC • Calaveras COG • Mariposa LTC • Merced CAG • Tuolumne COG • San Joaquin COG • Stanislaus COG
DISTRICT 11 4050 Taylor Street San Diego, CA 92110 (P.O. Box 85406) 92186	Mike Kent (619) 688-6822 FAX (619) 688-2598	• San Diego Association of Governments
DISTRICT 12 3347 Michelson Drive Suite 100 Irvine, CA 92612-0661	Barbara Gossett (949) 440-4461 FAX (949) 724-2256	• Southern California Association of Governments

FY 2009-10 ENVIRONMENTAL JUSTICE: CONTEXT-SENSITIVE PLANNING APPLICATION

An electronic version of this application is available at the following web site:
http://www.dot.ca.gov/hq/tpp/grants.html

- ✓ Application length – 20 page maximum – includes all documents **except** letters of support
- ✓ Double spaced, 12 pitch font
- ✓ No binding, use one staple

Required documents

- Signed Application, Scope of Work (see Question 8 on page 20), Project Timeline, Local Resolution, map of project area, digital photographs of project area (when applicable). Failure to include any of these required documents may result in reduced application score.

Submit five signed hard copies and one electronic copy on a CD (Microsoft Word and Excel) of the entire Application and all documents, including the Required Documents listed above.

PROJECT TITLE	
PROJECT LOCATION (city(ies) and county(ies))	

	APPLICANT				SUB-RECIPIENT(S)*			
Organization								
Contact Person (include salutation and title)								
Mailing Address								
City								
Zip Code								
E-mail Address								
Telephone Number	**Area Code**		**Number**		**Area Code**		**Number**	

FUNDING INFORMATION	
Grant Funds Requested	$
Local Match (See sample calculation on Page 14)	
Cash	$
In-Kind	$
Source of Local Match	
Other Funding	$
Total Project Cost	$

LEGISLATORS IN PROJECT AREA	
State Senator(s) (name and district)	**Assembly Member(s) (name and district)**

* For assistance with determining the legislators for the project area, visit:

http://www.legislature.ca.gov/legislators_and _districts/legislators/your_legislator.html
Attach additional pages if necessary (this attachment will not be included in the 20 page maximum).

☞ ***Enter answers in the area provided below each question***
☞ ***Points that will be used for scoring are included as part of each question. (100 points possible)***

1. Project Summary (maximum of 60 words) (5 points)
A. Briefly summarize project.

Begin typing here:

2. Project Description (maximum of 1 page) (15 points)
A. Define the project (5 points)
B. Briefly describe the project area (e.g. urban/rural/suburban setting, geographic characteristics, location, etc. (5 points)
C. List the project's anticipated accomplishments and final deliverables. (5 points)

Begin typing here:

3. Project Justification (maximum of 1 page) (10 points)
A. List and describe the problems and/or deficiencies that the project is attempting to address. (5 points)
B. Describe how the project will address the identified problems and/or efficiencies. (5 points)

Begin typing here:

4. Grant Program Objective (maximum of 1 page) (20 points)
A. Describe how the project addresses transportation and economic development issues in low-income, minority, Native American, and underserved urban and rural communities.

Begin typing here:

5. California Transportation Plan (CTP) Goals (maximum of 2 pages) (10 points)
Address two or more of the following CTP Goals:

A. Improve Mobility and Accessibility: Expanding the system and enhancing modal choices and connectivity to meet the State's future transportation demands—*Begin typing here.*

B. Preserve the Transportation System: Maintaining, managing, and efficiently utilizing California's existing transportation system—*Begin typing here.*

C. Support the Economy: Maintaining, managing, and enhancing the movement of goods and people to spur the economic development and growth, job creation, and trade—*Begin typing here*.

D. Enhance Public Safety and Security: Ensuring the safety and security of people, goods, services and information in all modes of transportation—*Begin typing here*.

E. Reflect Community Values: Finding transportation solutions that balance and integrate community values with transportation safety and performance, and encourage public involvement in

transportation decisions—*Begin typing here*.

F. Enhance the Environment: Planning and providing transportation services while protecting our environment, wildlife, and historical and cultural assets—*Begin typing here.*

6. Public Participation (maximum of 2 pages,) (20 points)

A. Identify the project stakeholders (i.e. 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 of engaging traditionally under-represented communities. (10 points).

Begin typing here:

7. Project Implementation (maximum of 1 page,) (10 points)

A. Explain how the project and its deliverables will be applied (or carried forward) to the next stage/phase.

Begin typing here:

8. Project Management (10 points)

A. List the Scope of Work (see page 32 for an example Scope of Work). The Scope of Work must include:

-What work is to be done: Provide an outline or general picture of services. List project tasks and identify any specific project deliverables. Also, list milestones for major tasks that mark the completion of a work package or phase.

-Who is responsible for what tasks: Discuss the roles and responsibilities of agency staff and consultant contractors.

-When the work is to be done: Provide schedule information for the services that will be required.

Begin typing here:

If selected, your application will become the foundation of the contract with the Department.

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

Signature of Authorized Official (Applicant)	*Print Name*
Title	*Date*
Signature of Authorized Official (Sub-recipient)	*Print Name*
Title	*Date*

REQUIRED DOCUMENTS

- ✓ Signed Application
- ✓ Scope of Work (see sample of required format on Page 32)
- ✓ Project Timeline (see sample of required format on Pages 35 and blank on Page 36)
- ✓ Local Resolution (see Page 14)
- ✓ Map of Project Area
- ✓ Digital Photographs of Project Area (when applicable)
- ✓ Five signed hard copies and one electronic copy on a CD of the entire Application and all documents

NOTE: Failure to include any of these required documents may result in a reduced application score.

COMMUNITY-BASED TRANSPORTATION PLANNING

Community-Based Transportation Planning

PURPOSE

The Community-Based Transportation Planning (CBTP) Grant Program funds coordinated transportation and land use planning projects that encourage community involvement and partnership. Projects must support livable/sustainable community concepts (see Examples of Project Types below), with a transportation or mobility objective and promote community identity and quality of life. Every final product delivered under the Program is expected to be a documented study, plan, or concept that can be used by the applicant to further smart growth and a community's sustainability.

GRANT SPECIFIC OBJECTIVE

Project proposals should involve conceptual-level plans or study activities that encourage community-based stakeholder collaboration and consensus building through active public engagement. Each proposal should display a transportation/land use benefit that will likely induce additional benefits. Competitive project proposals should describe how the project will be implemented.

EXAMPLES OF PROJECT TYPES

- Long-term sustainable community/economic development growth studies or plans
- Blueprint planning follow-up or refinement
- Proactive rural blueprint planning
- Rural smart growth
- Safe, innovative, and complete pedestrian/bicycle/transit linkage studies or plans
- Community to school linkage studies or plans
- Jobs and affordable housing proximity studies or plans
- Transit Oriented/Adjacent Development or "transit village" studies or plans
- Infill studies or plans
- Community transit facility/infrastructure studies or plans
- Transit innovation studies or plans
- Comprehensive mobility studies or plans
- Mixed-land use development studies or plans
- Form-based or smart code development
- Green transportation infrastructure planning
- Open space conservation planning
- Community design guideline planning
- Context-sensitive streetscapes or town center studies or plans
- Complete street studies or plans
- Suburban community or urban commercial corridor retrofit studies or plans
- Grid street system studies or plans
- Access management studies or plans that promote traffic calming, walking, biking, and livability
- Community revitalization studies or plans
- Context sensitive community development planning
- Studies for community-friendly goods movement transportation corridors, ports, and airports

WHO MAY APPLY

Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), Cities, Counties, Transit Agencies, and federally recognized Native American Tribal Governments may apply for this grant program directly as an applicant or as a sub-recipient to a lead agency.

Universities and Community Colleges, Community-Based Organizations, Non-Profit Organizations (501.C.3), and Public Entities may only apply as a sub-recipient with an MPO, RTPA, City or County as the lead applicant.

LOCAL RESOLUTION REQUIREMENT

A local resolution from the applicant's governing board stating the title of the person authorized to enter into a contract with Caltrans must be included with the application.

OVERALL WORK PROGRAM

Once a Community-Based Transportation Planning Grant is awarded, MPOs and RTPAs who receive a grant must include the project as a formal work element in their Overall Work Program (OWP).

FUNDING

An estimated $3 million will be available for the FY 2009-2010 grant cycle **pending approval of the State budget.** Funding for each project (maximum of $300,000) requires a local match equal to 20 percent of the grant total (one-half may be in-kind and one-half must be local funding). Local match funds cannot be State or federal, or money that has already been earmarked for other programs or projects.

Sample Match Calculation:

	$100	Grant Total
	x20%	
=	$20	Mandatory Local Match

PRE-AWARD AUDIT

Community-Based Transportation grants are available in amounts up to $300,000. However, any awarded grant in excess of $250,000 will require a pre-award audit. The audit has the potential to delay the start of the project and applicants are encouraged to determine if the delay will hinder their ability to complete the project by the terms specified in the contract. For more information see Caltrans Local Programs Procedures (LPP) 00-05 "Pre-Award Audit Requirements and Consultant Procurement" dated December 15, 2000.

http://www.dot.ca.gov/hq/LocalPrograms/lpp/LPP00-05.pdf

CONTRACTING LIMITATIONS

These grants have a time limit. All project funds must be encumbered during the first fiscal year (upon approval of the State budget). Work can begin during the year of encumbrance upon contract execution. The second and third fiscal years are for project-related activities. Work cannot begin until the Grantee receives a fully executed contract and has been notified by Caltrans to begin work.

February 28, 2012

- Contract expires **(no time extensions will be granted, because funds will lapse)**
- Reimbursable work must be completed

May 1, 2012

- All final invoices must be submitted to Caltrans for approval and reimbursement. This allows Caltrans sufficient time to comply with the State Controller's Office payment requirements.

AWARD TERMS AND CONDITIONS

If an agency does not demonstrate adequate performance and timely use of funds, Caltrans may take appropriate actions, which can include termination of the grant. Inadequate performance by applicants or an applicant's subcontractor may hinder their ability to leverage future grant awards.

Community-Based Transportation Planning
Contact List

DISTRICT	CONTACT	MPO/RTPA
DISTRICT 1 1656 Union Street Eureka, CA 95501 (P.O. Box 3700) 95502-3700	Rex Jackman (707) 445-6412 FAX (707) 441-5869	• Del Norte LTC • Humboldt COG • Lake COG • Mendocino COG
DISTRICT 2 1657 Riverside Drive Redding, CA 96001 (P.O. Box 496073) 96049-6073	Michelle Millette (530) 229-0517 FAX (530) 225-3578	• Lassen LTC • Tehama LTC • Modoc LTC • Trinity LTC • Plumas LTC • Siskiyou LTC • Shasta LTC
DISTRICT 3 703 B Street Marysville, CA 95901 (P.O. Box 911) 95901	Shannon Culbertson (530) 741-5435 FAX (530) 741-5346	• Butte CAG • Sierra LTC • Colusa LTC • Glenn LTC • El Dorado LTC • Nevada LTC • Placer LTC • Sacramento Area COG • TRPA – Tahoe Basin • Tahoe Metropolitan Planning Organization
DISTRICT 4 111 Grand Avenue Oakland, CA 94612 (P.O. Box 23660) 94623-06600	Beth Thomas (510) 286-7227 FAX (510) 286-5513	• Metropolitan Transportation Commission
DISTRICT 5 50 Higuera Street San Luis Obispo, CA 93401	Dan Herron (805) 549-3510 FAX (805) 549-3077	• Monterey LTC • Santa Cruz LTC • San Benito COG • Association of Monterey County Bay Area Governments • Santa Barbara CAG • San Luis Obispo COG

DISTRICT	CONTACT	MPO/RTPA
DISTRICT 6 1352 West Olive Drive Fresno, CA 93728 (P.O. Box 12616) 93778-2616	Paul-Albert Marquez (559) 445-5867 FAX (559) 488-4088	• Fresno COG • Tulare COG • Kern COG • Kings CAG • Madera LTC
DISTRICT 7 100 South Spring Street Los Angeles, CA 90012-3606	Wilford Melton (213) 897-1344 FAX (213) 897-1337	• Southern California Association of Governments
DISTRICT 8 464 West Fourth Street Sixth Floor San Bernardino, CA 92401	John Chiu (909) 388-7139 FAX (909) 383-5936	• Southern California Association of Governments
DISTRICT 9 500 South Main Street Bishop, CA 93514	Forest Becket (760) 872-0735 FAX (760) 872-0678	• Inyo LTC • Mono LTC
DISTRICT 10 1976 East Charter Way Stockton, CA 95206 (P.O. Box 2048) 95201	Dan Brewer (209) 948-7112 FAX (209) 948-7164	• Alpine LTC • Amador LTC • Calaveras COG • Mariposa LTC • Merced CAG • Tuolumne COG • San Joaquin COG • Stanislaus COG
DISTRICT 11 4050 Taylor Street San Diego, CA 92110 (P.O. Box 85406) 92186	Connery Cepeda (619) 688-6968 FAX (619) 688-2598	• San Diego Association of Governments
DISTRICT 12 3347 Michelson Drive Suite 100 Irvine, CA 92612-0661	Damon Davis (949) 440-3487 FAX (949) 724-2256	• Southern California Association of Governments

FY 2009-10 COMMUNITY-BASED TRANSPORTATION PLANNING APPLICATION

An electronic version of this application is available at the following web site:
http://www.dot.ca.gov/hq/tpp/grants.html

- ✓ Application length – 20 page maximum – includes all documents **except** letters of support
- ✓ Double spaced, 12 pitch font
- ✓ No binding, use one staple

Required documents

- Signed Application, Scope of Work (See Question 8, on page 30), Project Timeline, Local Resolution, map of project area, digital photographs of project area (when applicable). Failure to include any of these required documents may result in a reduced application score.

Submit five signed hard copies and one electronic copy on a CD (Microsoft Word and Excel) of the entire Application and all documents, including the Required Documents listed above.

PROJECT TITLE	
PROJECT LOCATION (city(ies) and county(ies))	

	APPLICANT				SUB-RECIPIENT(S)*			
Organization								
Contact Person (include salutation and title)								
Mailing Address								
City								
Zip Code								
E-mail Address								
Telephone Number	**Area Code**		**Number**		**Area Code**		**Number**	

FUNDING INFORMATION	
Grant Funds Requested	$
Local Match (See sample calculation on Page 24)	
Cash	$
In-Kind	$
Source of Local Match	
Other Funding	$
Total Project Cost	$

LEGISLATORS IN PROJECT AREA	
State Senator(s) (name and district)	**Assembly Member(s) (name and district)**

* For assistance with determining the legislators for the project area, visit:http://www.legislature.ca.gov/legislators_and _districts/legislators/your_legislator.html

Attach additional pages if necessary (this attachment will not be included in the 20 page maximum).

☞ ***Enter answers in the area provided below each question***
☞ ***Points that will be used for scoring are included as part of the question (100 points possible)***

1. Project Summary (maximum of 60 words) (5 points)
A. Briefly summarize project.

Begin typing here:

2. Project Description (maximum of 1 page) (15 points)
A. Define the project (5 points)
B. Briefly describe the project area (e.g. urban/rural/suburban setting, geographic characteristics, location, etc. (5 points)
C. List the project's anticipated accomplishments and final deliverables. (5 points)

Begin typing here:

3. Project Justification (maximum of 1 page) (10 points)
A. List and describe the problems and/or deficiencies that the project is attempting to address. (5 points)
B. Describe how the project will address the identified problems and/or efficiencies. (5 points)

Begin typing here
:

4. Grant Program Objective (maximum of 1 page) (20 points)
A. How does the proposal involve conceptual-level plans or study activities that encourage community-based stakeholder collaboration, partnership, and consensus building through active public engagement? What is the coordinated transportation land/use or mobility objective? How does the proposal support livable/sustainable community concepts and promote community identity and quality of life?

Begin typing here:

5. California Transportation Plan (CTP) Goals (maximum of 2 pages) (10 points)
Address two or more of the following CTP Goals*:*

A. Improve Mobility and Accessibility: Expanding the system and enhancing modal choices and connectivity to meet the State's future transportation demands—*Begin typing here.*

B. Preserve the Transportation System: Maintaining, managing, and efficiently utilizing California's existing transportation system—*Begin typing here.*

C. Support the Economy: Maintaining, managing, and enhancing the movement of goods and people to spur the economic development and growth, job creation, and trade—*Begin typing here*.

D. Enhance Public Safety and Security: Ensuring the safety and security of people, goods, services, and information in all modes of transportation—*Begin typing here*.

E. Reflect Community Values: Finding transportation solutions that balance and integrate community values with transportation safety and performance, and encourage public involvement in transportation decisions—*Begin typing here*.

F. Enhance the Environment: Planning and providing transportation services while protecting our environment, wildlife, and historical and cultural assets—*Begin typing here*.

6. Public Participation (maximum of 2 pages), (20 points)

A. Identify the project stakeholders (i.e. 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 of engaging traditionally under-represented communities. (10 points).

Begin typing here:

7. Project Implementation (maximum of 1 page), (10 points)

A. Explain how the project and its deliverables will be applied (or carried forward) to the next stage/phase.

Begin typing here:

8. Project Management (10 points)

A. List the Scope of Work (see page 32 for an example Scope of Work). The Scope of Work must include:

-What work is to be done: Provide an outline or general picture of services. List project tasks and identify any specific project deliverables. Also, list milestones for major tasks that mark the completion of a work package or phase.

-Who is responsible for what tasks: Discuss the roles and responsibilities of agency staff and consultant contractors.

-When the work is to be done: Provide schedule information for the services that will be required.

Begin typing here:

If selected, your application will become the foundation of the contract with the Department.

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

Signature of Authorized Official (Applicant)	*Print Name*
Title	*Date*
Signature of Authorized Official (Sub-recipient)	*Print Name*
Title	*Date*

REQUIRED DOCUMENTS

- ✓ Signed Application
- ✓ Scope of Work (see sample of required format on Page 32)
- ✓ Project Timeline (see sample of required format on Pages 35 and blank on Page 36)
- ✓ Local Resolution (see Page 24)
- ✓ Map of Project Area
- ✓ Digital Photographs of Project Area (when applicable)
- ✓ Five signed hard copies and one electronic copy on a CD of the entire Application and all documents

Note: Failure to include any of these required documents may result in a reduced application score.

EXAMPLE

ACME (CAD) Community Action Plan, Streetscape, Parking and Circulation Plans
Scope of Work

Task 1: Project Startup

Task 1.1: Meet with Caltrans to review the approved application and discuss expectations.

Task 1.2: Prepare RFP to include charrettes, a public forum, and expected deliverables emphasizing public participation and outreach.

Task 1.3: Conduct a kick-off meeting with the consultant, THECOG, and other stakeholders in order to refine final details of the project.

Deliverable	Documentation
Signed contract between ABC Design Group and THECOG	Copy of signed contract
Conduct kick-off meeting	Meeting notes

Task 2: Ongoing Community and Stakeholder Outreach

Task 2.1: Promote/Advertise charrettes through a multi media campaign (including use of newspaper and radio) and through the Community Advisory Committee and other stakeholders.

Task 2.2: Conduct 2 to 3 charrettes to gain public involvement and refine concepts to incorporate into the plans.

Task 2.3: Conduct Technical Advisory Group (TAG) and Community Advisory Committee (CAC) meetings to ensure community and stakeholder participation throughout the project, including document review.

Deliverable	Documentation
Promote and advertise charrettes	Copies of advertisements and promotional materials
Conduct charrettes	Meeting notes and/or summary of outcomes
Conduct TAG & CAC meetings	Meeting notes

Task 3: Develop Plan Components

Task 3.1: Develop Parking Plan

- Gather existing information and inventory available parking.
- Analyze future parking needs resulting from recommended downtown improvements and future development.
- Identify improvements from a range of options developed by community and stakeholders to best meet community goals, improve parking, and facilitate bicycle circulation.

EXAMPLE

Task 3.2: Develop Circulation Plan

- Analyze data and opportunities for circulation improvements identified previously in the process.
- Consider safety and connectivity of bicycle and pedestrian network in relation to circulation.
- Identify improvements from a range of options developed by the community to best meet community goals to improve circulation. Include suggested information on road width and levels of public improvements.

Task 3.3: Develop Streetscape Plan

- Analyze and evaluate the non-motorized circulation network connecting to downtown ACME. Analyze existing data gathered and problems identified in Phase I of the CAP.
- Select improvements for specific locations from a range of options developed previously in the process to best meet the goals of the community and create a cohesive downtown area.
- Provide graphic representations and basic specifications of specific improvements recommended.

Task 3.4: Develop Funding Strategy

- Develop basic preliminary cost estimates for recommended improvements.
- Identify potential funding sources for recommended improvements.
- Recommend strategy for obtaining funding.

Task 3.5: Provide draft plans to TAG and CAC and present to community at a public meeting.

Deliverable	**Documentation**
Develop Parking Plan	Copy of draft Parking Plan
Develop Circulation Plan	Copy of draft Circulation Plan
Develop Streetscape Plan	Copy of draft Streetscape Plan
Develop Funding Strategy	Copy of draft Funding Strategy (may be incorporated into other plan components)
Present draft plans at meetings	Meeting notes and TAG recommendations

<u>Task 4: Final Plan Preparation & Hearings</u>

Task 4.1: Prepare final plans based on TAG, CAC and community input.

Task 4.2: Present final plans at a public hearing before the THECOG Board for acceptance.

Deliverable	**Documentation**
Preparation of final plan(s) for hearing	Copy of final plan(s)
Presentation of plans to THECOG	Meeting minutes

EXAMPLE

Task 5: Administration

Task 5.1: Monitor ongoing progress of project and prepare and provide quarterly reports as required. Oversee ongoing contract management.

Task 5.2: Act as fiscal manager for project, including providing invoicing and ensuring proper documentation of expenditures and timely use of funds. Report quarterly on milestone completion to District project manger.

Deliverable	**Documentation**
Monitoring of project and contract management	Provide complete quarterly reports to District project manager
Act as fiscal manager	Copies of invoices

Task 5.3: Report quarterly on milestone completion to District project manger.

California Department of Transportation
Transportation Planning Grants
Fiscal Year 2009-2010

PROJECT TIMELINE

This document is required for Environmental Justice: Context-Sensitive Planning and Community-Based Transportation Planning Applications Only

Project Title	ACME CAP, Streetscape, Parking & Circulation Plans	**Grantee**	THE Council of Governments

	Fund Source						Fiscal Year 2009/10												FY 2010/11												FY 2011/12								
Tasks	**Responsible Party**	**Total Cost**	**Grant %**	**Local %**	**In-kind %**	**Other %**	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	**Deliverable**
Project Startup																																							
1.1 Award Meeting	THECOG/ Caltrans	$0																																					Meet with Caltrans to review the approved application and discuss expectations
1.2 RFP Preparation	THECOG	$500	$400	$50	$50																																		Prepare Contract
1.3 Kick-off Meeting	THECOG/ABC	$500	$400	$50	$50																																		Conduct Kick-off meeting
Ongoing Community & Stakeholder Outreach																																							
2.1 Promote/Advertise Charrettes	ABC	$20,000	$16,000	$4,000																																			Promote charrettes
2.2 Conduct Charrettes	ABC	$10,000	$8,000	$2,000																																			Conduct charrettes
2.3 Conduct TAG, CAC & Public meetings	ABC	$10,000	$8,000	$2,000																																			Conduct TAG & CAC meetings
Develop Plan Components																																							
3.1 Develop Parking Plan	ABC	$16,000	$12,800	$3,200																																			Develop Parking Plan
3.2 Develop Circulation Plan	ABC	$16,000	$12,800	$3,200																																			Develop Circulation Plan
3.3 Develop Streetscape Plan	ABC	$16,000	$12,800	$3,200																																			Develop Streetscape Plan
3.4 Develop Funding Strategy	ABC	$16,000	$12,800	$3,200																																			Develop Funding Strategy
3.5 Provide draft plans to TAG, CAC & public	ABC	$16,000	$12,800	$3,200																																			Present draft plans at meetings
Final Plan Preparation																																							
4.1 Prepare final plans based on input received	ABC	$7,500	$6,000	$1,500																																			Prepare final plan(s) for hearing
4.2 Present final plan at THECOG public hearing	THECOG/ABC	$7,500	$6,000	$1,500																																			Present plan(s) to THECOG at public hearing
Administration																																							
5.1 Project monitoring & contract management	THECOG	7,000	$5,600	$700	$700																																		Monitoring project and contract management
5.2 Fiscal management	THECOG	7,000	$5,600	$700	$700																																		Fiscal management
5.3 Report milestone progress	THECOG																																						Report on milestone progress to District Contract Manager
TOTALS		#######	$120,000	$28,500	$1,500	$0																																	

This sample timeline is for illustrative purposes only. Your scope of work and timeline may include different tasks under different headings.

California Department of Transportation
Transportation Planning Grants
Fiscal Year 2009-2010

PROJECT TIMELINE

Project Title																																																
	Fund Source						Fiscal Year 2009/10												FY 2010/11												FY 2011/12											
Tasks	Responsible Party	Total Cost	Grant %	Local %	In-kind %	Other %	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	Deliverable									
TOTALS		$0	$0	$0	$0	$0																																										

PARTNERSHIP PLANNING
and
TRANSIT PLANNING
(FTA Section 5304)
Statewide Transit Planning Studies
Transit Technical Planning Assistance
Transit Professional Development

Note: Metropolitan Planning Organizations (MPOs) or Regional Transportation Planning Agencies (RTPAs) must be the applicant for the following four grant programs.

The four Transportation Planning Grant Programs included in this section are federally funded. The role of the MPO and RTPA is to facilitate a fair and open competitive application and outreach process. For an MPO or RTPA to influence the applicant pool either formally or informally by pre-screening applications is contrary to both State and Federal administration of these grant programs.

GRANT APPLICATION REQUIREMENTS

REQUIRED DOCUMENTS

1. Signed Application
2. Scope of Work (see the sample required format on Page 63)
3. Project Schedule and Funding Chart (see the sample required format on Pages 66 and 67)
4. Map of Project Area
5. Digital Photographs of Project Area (when applicable)
6. Five signed hard copies and one CD of items 1-5 listed above
7. Five hard copies of any letters of support

OVERALL WORK PROGRAM (OWP)

All grant recipients must have their approved projects identified in their FY 2009-2010 Overall Work Program (OWP). Projects should be completed within two years. All grant recipients must file a Final Request for Reimbursement no later than 90 days after the end of the fiscal year to coincide with the submission of the MPO's/RTPA's OWP Final Expenditure Report.

PRE-AWARD AUDIT

(Only applies to Partnership Planning and FTA Section 5304 Statewide Transit Planning Studies)

Applicants receiving grants in excess of $250,000 require a pre-award audit. A pre-award audit may delay project initiation. For more information see Caltrans Local Programs Procedures (LPP) 00-05 "Pre-Award Audit Requirements and Consultant Procurement" dated December 15, 2000.

http://www.dot.ca.gov/hq/LocalPrograms/lpp/LPP00-05.pdf

LOCAL MATCH CONTRIBUTION

All Federal grant programs require a non-federal local match (i.e. State or local funds). The Partnership Planning grant program requires the applicant to provide a 20 percent local match. The Transit Planning (FTA Section 5304) grant program requires the applicant to provide an 11.47 percent local match. Sample match calculations for each grant program are provided below.

Partnership Planning Sample Match Calculation:

Total Project cost - 20% Local Match = 80% Grant Request
$100,000 - $20,000 = $80,000

$100,000 Total Project Cost
x 20%
$ 20,000 Local Match.

Transit Planning (FTA Section 5304) Sample Match Calculation:

Total Project cost - 11.47 % Local Match = 88.53% Grant Request
$100,000 - $11,470 = $88,530

$100,000 Total Project Cost
x 11.47%
$ 11,470 Local Match.

The local match can be all cash, all in-kind, or a combination of the two. If in-kind services are used for the local match, the in-kind provider must be named and documentation of services rendered must be provided, e.g., a description of the number of staff, their job titles and their hourly rate. The salaries expended should equal the total in-kind local match stated on the grant application cover sheet. The in-kind contribution information must be identified on the cover page of the grant application, the project schedule and funding chart, and the Work Element in the OWP. Caltrans Office of Regional and Interagency Planning (ORIP) located in Sacramento must approve the use of in-kind contributions as a condition of grant acceptance.

QUARTERLY REPORTING

A grant progress report must be prepared every quarter for each awarded Partnership Planning and Transit Planning (FTA Section 5304) project that has been awarded. Caltrans staff will provide the brief reporting form and due dates.

FINAL PRODUCT

All final reports funded through the Partnership Planning and the Transit Planning (FTA Section 5304) grant programs shall credit the Federal Transit Administration or Federal Highway Administration's financial participation on the cover or title page. Two hard copies of all final reports along with the grant close-out form shall be forwarded to the Caltrans District office responsible for the administration and oversight of the grant. An electronic file of the final report in Microsoft Word format is also required. Caltrans staff will provide the close-out form.

Goals and Objectives

Both Federal and State goals provide the framework or basis for the FHWA and FTA grant programs. These goals are general statements or visions about what each organization values and wants to ultimately achieve. A competitive grant application would address multiple Federal and State goals.

Objectives are the intermediary step between the goal and implementation. The grant program objectives indicate the specific purpose of each grant program. The proposed projects are the means of implementing the objectives and the goals. When preparing a grant application, bear in mind the goals as well as the purpose or objective of each grant program.

For example, the Federal goal of a safe transportation system can be addressed by a Partnership Planning, Statewide Transit Studies or Transit Technical Planning Assistance grant application. A Partnership Planning project could propose multi-agency sharing and comparison of roadway incident information in order to identify regional high-risk areas and possible coordination of programming efforts for roadway safety improvements.

A Statewide Transit Studies project could propose that several transit and railway providers develop a system to record, share and compare scheduling and safety data in order to identify compatible regional scheduling opportunities and high-risk incidents, leading to potential solutions and possible joint funding sources geared toward improving transit safety and connectivity. Note: This application would be addressing two of the Federal goals – *connectivity/integration*, and *safety*.

A Transit Technical project could propose a study that would review the feasibility of linking on-board transit communications systems to local law enforcement offices and programs.

Likewise the application can link the individual grant program objective to one or more of the State goals. If any State goal overlaps or duplicates any Federal goal in the proposed project application, write a brief note in the State goals section to refer to the applicable Federal goal(s). The main idea is to prevent duplication and save time for writers and reviewers of the proposal. For example, the Federal goal, *Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency*, overlaps with the State goal, *Support the economy*. In the State goals section the writer would simply note, "See Federal Goal number 1, *Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.*"

Various application sections address the "who, what, where, when, why and how" of the proposed project. "What, where and who" is delineated in the Project Summary and the Detailed Project Description sections. "Why" is described in the Project Justification section. "How" is covered under the Project Management and Implementation section. And, lastly "when" is shown on the Project Schedule and Funding Chart.

Partnership Planning

PURPOSE OR GRANT PROGRAM OBJECTIVE

The objective of the Partnership Planning program is 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.

PROJECT TYPES

- Studies that identify regional, inter-county, and/or statewide mobility and access needs
- Corridor studies and corridor preservation studies
- Projects that evaluate transportation issues involving ground access to international borders, seaports, airports, intermodal facilities, freight hubs, and recreational sites

WHO MAY APPLY

Only MPOs and RTPAs may apply for this grant program. Universities and Community Colleges, Native American Tribal Governments, Cities and Counties, Community-Based Organizations, Non-Profit Organizations (501.C.3), and Public Entities may apply as a sub-recipient.

FUNDING

The Partnership Planning grant program is funded by the Federal Highway Administration (State Planning and Research, Part I). The Federal Highway Administration has authorized Caltrans to distribute these grant funds.

Approximately $1,000,000 will be available in FY 2009-2010. The maximum amount per grant cannot exceed $300,000.

Statewide Transit Planning Studies

PURPOSE OR GRANT PROGRAM OBJECTIVE

The objective of the Statewide Transit Planning Studies program is to address transit planning issues of statewide or regional significance. The proposed planning studies are intended to improve transit services and to facilitate congestion relief by offering an alternative to the single occupant vehicle.

PROJECT TYPES

- Identification of policies and procedures to integrate transit into the transportation system planning process
- Statewide transit planning surveys and research
- Identification of policies, strategies, and programs to preserve transit facilities and optimize transit infrastructure
- Development of transit planning and travel forecasting tools and models

WHO MAY APPLY

Only MPOs and RTPAs may apply for this grant program. Transit Agencies, Universities and Community Colleges, Native American Tribal Governments, Cities and Counties, Community-Based Organizations, Non-Profit Organizations (501.C.3), and Public Entities may apply as a sub-recipient.

FUNDING

The Statewide Transit Planning Studies grant program is funded by the Federal Transit Administration. The Federal Transit Administration has authorized Caltrans to distribute these grant funds.

An estimated $1.4 million will be available in FY 2009-2010. The maximum amount per grant cannot exceed $300,000.

Transit Technical Planning Assistance

PURPOSE OR GRANT PROGRAM OBJECTIVE

The objective of the Transit Technical Planning Assistance program is to help transit providers with technical planning for the operation and maintenance of the transit system. The intent is to support transit and/or intermodal planning studies that show benefit to rural or small urban service areas with a population of 100,000 and less.

PROJECT TYPES

- Short-range transit development plans
- Transit marketing plans
- Site selection studies
- Transit service implementation plans
- Ridership surveys
- Social service improvement studies
- Transit coordination studies

WHO MAY APPLY

Only MPOs and RTPAs may apply for this grant program. Transit Agencies, Universities and Community Colleges, Native American Tribal Governments, Cities and Counties, Community-Based Organizations, Non-Profit Organizations (501.C.3), and Public Entities may apply as a sub-recipient.

FUNDING

The Transit Technical Planning Assistance grant program is funded by the Federal Transit Administration. The Federal Transit Administration has authorized Caltrans to distribute these grant funds.

An estimated $700,000 will be available in FY 2009-2010. The maximum amount per grant cannot exceed $100,000.

Transit Professional Development

PURPOSE

The objective of the Transit Professional Development program is to provide student internships in transit planning at public transportation agencies. The intent is to foster the education of university and community college students with an interest in the field of transit planning. Internships are for students only.

PROJECT TYPES

- Single or multi-agency internships for university and community college students

WHO MAY APPLY

Only MPOs and RTPAs may apply for this grant program. Transit Agencies, Universities and Community Colleges, Native American Tribal Governments, Cities and Counties, Community-Based Organizations, Non-Profit Organizations (501.C.3), and Public Entities may apply as a sub-recipient.

FUNDING

The Transit Professional Development grant program is funded by the Federal Transit Administration. The Federal Transit Administration has authorized Caltrans to distribute these grant funds.

An estimated $150,000 will be available in FY 2009-2010. The maximum amount per grant cannot exceed $50,000.

Partnership Planning and Transit Planning
Contact List

DISTRICT	CONTACT	MPO/RTPA
DISTRICT 1 1656 Union Street Eureka, CA 95501 (P.O. Box 3700) 95502-3700	Rex Jackman (707) 445-6412 FAX (707) 441-5869	• Del Norte LTC • Humboldt COG • Lake COG • Mendocino COG
DISTRICT 2 1657 Riverside Drive Redding, CA 96001 (P.O. Box 496073) 96049-6073	Michelle Millette (530) 229-0517 FAX (530) 225-3578	• Lassen LTC • Tehama LTC • Modoc LTC • Trinity LTC • Plumas LTC • Siskiyou LTC • Shasta LTC
DISTRICT 3 Office of Transportation Planning Attn: Shannon Culbertson 703 B Street P.O. Box 911 Marysville, CA 95901	**Marysville Office** Nicolas Deal (530) 741-5151 *Counties: Nevada, Placer, Sierra* FAX (530) 741-5346 Sukhvinder "Sue" Takhar (530) 741-4025 *Counties: Butte, Colusa, Glenn, Sutter, Yuba* FAX (530) 741-5346 **Sacramento Office** Alyssa Begley (916) 274-0635 *Counties: Sacramento, Yolo, El Dorado* FAX (916) 274-0648	• Butte CAG • Sierra LTC • Colusa LTC • Glenn LTC • El Dorado LTC • Nevada LTC • Placer LTC • Sacramento Area COG • Tahoe Metropolitan Planning Organization
DISTRICT 4 111 Grand Avenue Oakland, CA 94612 (P.O. Box 23660) 94623-0660	Blesilda Gebreyesus (510) 286-5575 FAX (510) 286-5559	• Metropolitan Transportation Commission
DISTRICT 5 50 Higuera Street San Luis Obispo, CA 93401	Dave Murray (805) 549-3168 FAX (805) 549-3077 Larry Newland (805) 549-3103 FAX (805) 549-3077	• Association of Monterey County Bay Area Governments • Santa Barbara CAG • San Luis Obispo COG

DISTRICT	CONTACT	MPO/RTPA
DISTRICT 6 1352 West Olive Drive Fresno, CA 93728 (P.O. Box 12616) 93778-2616	Marta Frausto, Planning Grants Coordinator (559) 488-4168 Lorena Mendibles, Planning Grants Assistant Coordinator (559) 445-5421 FAX (559) 488-4088	• Fresno COG • Tulare COG • Kern COG • Kings CAG • Madera LTC
DISTRICT 7 100 South Spring Street Los Angeles, CA 90012-3606	Dianna Watson (213) 897-9140 FAX (213) 897-1719	• Southern California Association of Governments
DISTRICT 8 464 West. Fourth Street Sixth Floor San Bernardino, CA 92401	Diane Morales (909) 383-6040 Lorna Foster (909) 383-4473 FAX (909) 383-5936	• Southern California Association of Governments
DISTRICT 9 500 South Main Street Bishop, CA 93514	Forest Becket (760) 872-0735 FAX (760) 872-0654	• Inyo LTC • Mono LTC
DISTRICT 10 1976 East Charter Way Stockton, CA 95206 (P.O. Box 2048) 95201	Kathy Selsor, San Joaquin Region (209) 948-7190 Janet Jaramillo, Stanislaus County (209) 942-6022 John Gedney, Merced Region (209) 941-1972 Kathleen McClaflin, Amador Region (209) 948-7647 Mary Ann Avalos, Mariposa and Tuolumne Regions (209) 941-1982 Michael Robinson, Calaveras and Alpine Regions (209) 948-7575 Maria Rodriquez, Tuolumne Region (209) 948-7475 FAX (209) 948-7164	• Alpine LTC • Amador LTC • Calaveras COG • Mariposa LTC • Merced CAG • Tuolumne COG • San Joaquin COG • Stanislaus COG
DISTRICT 11 4050 Taylor Street San Diego, CA 92110 (P.O. Box 85406) 92186	Mike Kent (619) 688-6822 FAX (619) 688-2598	• San Diego Association of Governments
DISTRICT 12 3347 Michelson Drive Suite 100 Irvine, CA 92612-0661	Maureen El Harake (949) 724-2086 FAX (949) 724-2592	• Southern California Association of Governments

FY 2009-10 PARTNERSHIP PLANNING APPLICATION

An electronic version of this application is available on the following web site:
http://www.dot.ca.gov/hq/tpp/grants.html

- ✓ Application length – 20 page maximum – includes all documents **except** letters of support
- ✓ Double spaced, 12 pitch font
- ✓ No binding, use one staple
- ✓ Project titles should be brief

Required Documents

- o Signed Application, Scope of Work, Project Schedule and Funding Chart, map of project area, digital photographs of project area (when applicable)

Submit five signed hard copies and one electronic copy on a CD (Microsoft Word and Excel) of the entire Application and all documents, including the Required Documents listed above.

PROJECT TITLE	
PROJECT LOCATION (city(ies) and county(ies))	

	APPLICANT				**SUB-RECIPIENT(S)***			
Organization								
Contact Person (include salutation and title)								
Mailing Address								
City								
Zip Code								
E-mail Address								
Telephone Number	**Area Code**		**Number**		**Area Code**		**Number**	
Fax Number	**Area Code**		**Number**		**Area Code**		**Number**	

FUNDING INFORMATION	
	Federal Grant Funds Requested **$**
Funding Source of Local Match **(TDA, general fund, tax measure,etc.)** **Cash** **In-Kind**	Local Match Amount **(20% minimum)** $ Cash $ In-kind **$ Required Local Match**
Name of Cash/In-Kind Provider **Cash** **In-Kind**	**Other Funding** (*optional overmatch* above the required 20 % minimum local match) **$**

	Total Project Cost **$**

LEGISLATORS IN PROJECT AREA	
State Senator(s) (name and district)	**Assembly Member(s) (name and district)**

- For assistance with determining the legislators for the project area, visit: http://www.legislature.ca.gov/legislators_and_districts/legislators/your_legislator.html

Attach additional pages if necessary (this attachment will not be included in the 20 page maximum)

- ☞ ***Enter answers in the area provided below each question***
- ☞ ***Points that will be used for scoring are included as part of each question***
- ☞ ***(100 points possible)***

1. Project Summary (50 word maximum) *(what, who, where?)***(5 points)**

A. Briefly summarize the project and what it will accomplish, list who will be involved, and define the study area.

Begin typing here:

2. Detailed Project Description (15 points)

A. Define the project *(what?)*

B. Describe the project area (e.g., urban/rural/suburban setting, geographic characteristics, etc.) *(where?)*

C. Describe the stakeholders involved in the project and what their role will be *(who?)*

Begin typing here:

3. Justification for the Planning Project *(why?)* **(15 points)**

A. List and describe the critical transportation need(s) that the project is attempting to address

B. Describe why the project will address the transportation need(s)

Begin typing here:

4. Federal Transportation Planning Goals – Describe how the proposal addresses three or more of the following Federal Transportation Planning Factors or Goals: **(15 points)**

- **Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency**—*Begin typing here:*

- **Increase the safety of the transportation system for motorized and non-motorized users**—*Begin typing here:*

- **Increase the security of the transportation system for motorized and non-motorized users**—*Begin typing here:*

- **Increase accessibility and mobility of people and freight**—*Begin typing here:*

- **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**—*Begin typing here:*

- **Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight**—*Begin typing here:*

- **Promote efficient system management and operation**—*Begin typing here:*

- **Emphasize the preservation of the existing transportation system**—*Begin typing here:*

5. California Transportation Plan Goals – Demonstrate how the proposal addresses one or more of the following California Transportation Plan Goals: **(15 points)**

- **Improve Mobility and Accessibility**—*Begin typing here:*

- **Preserve the Transportation System**—*Begin typing here:*

- **Support the Economy**—*Begin typing here:*

- **Enhance Public Safety and Security**—*Begin typing here:*

- **Reflect Community Values**—*Begin typing here:*

- **Enhance the Environment**—*Begin typing here:*

6. **Grant Program Objectives** – Describe how the proposal addresses all of the following objectives of the Partnership Planning program**: (15 points)**
   A. Encourage or strengthen multi-agency and/or government-to-government relations
   B. Are jointly performed with Caltrans
   C. Have statewide or multi-regional benefits
   D. Ultimately result in transportation system improvements for the region or State

Begin typing here:

7. **Public Participation –** Describe the outreach methods that will be used to engage the public and the project stakeholders (i.e., Native American Tribal Governments, local government agencies, non-governmental organizations, and under-represented populations) above and beyond your current adopted Public Participation Plan. **(10 points)**

Begin typing here:

8. **Project Management and Implementation** *(how ?)* **(10 points)**
   A. Describe how the project will be managed.
   B. Describe the next steps in implementing the project.

Begin typing here:

To the best of my knowledge, all information contained in this proposal is true and correct.

Signature of Authorized Official (Applicant)	*Print Name*
Title	*Date*
Signature of Authorized Official (Sub-recipient)	*Print Name*
Title	*Date*

FY 2009-10 STATEWIDE TRANSIT PLANNING STUDIES APPLICATION

An electronic version of this application package is available at the following Planning web site: *http://www.dot.ca.gov/hq/tpp/grants.html*

- ✓ Application length – 20 page maximum – includes all documents **except** letters of support
- ✓ Double spaced, 12 pitch font
- ✓ No binding, use one staple
- ✓ Project titles should be brief

Required Documents

- o Signed Application, Scope of Work, Project Schedule and Funding Chart, map of project area, digital photographs of project area (when applicable)

Submit five signed hard copies and one electronic copy on a CD (Microsoft Word and Excel) of the entire Application and all documents, including the Required Documents listed above.

PROJECT TITLE	
PROJECT LOCATION (city(ies) and county(ies))	

	APPLICANT				**SUB-RECIPIENT(S)***			
Organization								
Contact Person (include salutation and title)								
Mailing Address								
City								
Zip Code								
E-mail Address								
Telephone Number	**Area Code**		**Number**		**Area Code**		**Number**	
Fax Number	**Area Code**		**Number**		**Area Code**		**Number**	

FUNDING INFORMATION	
	Federal Grant Funds Requested $
Funding Source of Local Match (TDA, general fund, tax measure,etc.)	Local Match Amount **(11.47% minimum)**
Cash	$ Cash
	$ In-Kind
In-Kind	**$ Required Local Match**

Name of Cash/In-Kind Local Match Provider)	
Cash	**Other Funding** (*optional overmatch* above the required 11.47% minimum local match) **$**
In-Kind	
	Total Project Cost **$**

LEGISLATORS IN PROJECT AREA	
State Senator(s) (name and district)	**Assembly Member(s) (name and district)**

- For assistance with determining the legislators for the project area, visit: http://www.legislature.ca.gov/legislators_and_districts/legislators/your_legislator.html

Attach additional pages if necessary (this attachment will not be included in the 20 page maximum)

- ☞ ***Enter answers in the area provided below each question***
- ☞ ***Points that will be used for scoring are included as part of the question***
- ☞ ***(100 points possible)***

1. **Project Summary** (50 word maximum) *(what, who, where?)* **(5 points)**
   A. Briefly summarize the project and what it will accomplish, list who will be involved, and define the study area.

Begin typing here:

2. **Detailed Project Description**
   A. Define project *(what?)* **(15 points)**
   B. Describe the project area (e.g., urban/rural/suburban setting, geographic characteristics, etc.) *(where?)*
   C. Describe the stakeholders involved in the project and what their role will be *(who?)*

Begin typing here:

3. **Justification for the Planning Project** *(why?)* **(15 points)**
   A. List and describe the critical transportation need(s) that the project is attempting to address
   B. Describe why the project will address the transportation need(s)

Begin typing here:

4. **Federal Transportation Planning Goals –** Describe how the proposal addresses the three or more of the following Federal Transportation Factors or Goals: **(15 points)**

- **Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency**—*Begin typing here:*

- **Increase the safety of the transportation system for motorized and non-motorized users**—*Begin typing here:*

- **Increase the security of the transportation system for motorized and non-motorized users**—*Begin typing here:*

- **Increase accessibility and mobility of people and freight**—*Begin typing here:*

- **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**—*Begin typing here:*

- **Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight**—*Begin typing here:*

- **Promote efficient system management and operation**—*Begin typing here:*

- **Emphasize the preservation of the existing transportation system**—*Begin typing here:*

5. **California Transportation Plan Goals** – Demonstrate how the proposal addresses one or more of the following California Transportation Plan Goals: **(15 points)**

- **Improve Mobility and Accessibility**—*Begin typing here:*

- **Preserve the Transportation System**—*Begin typing here:*

- **Support the Economy**—*Begin typing here:*

- **Enhance Public Safety and Security**—*Begin typing here:*

- **Reflect Community Values**—*Begin typing here:*

- **Enhance the Environment**—*Begin typing here:*

6. **Grant Program Objectives** – Describe how the proposal addresses all of the following objectives of the Statewide Transit Planning Studies program: **(15 points)**
   A. Address transit planning issues of statewide or multi-regional significance
   B. Ultimately result in transit system improvements for the region or State that should provide congestion relief

Begin typing here:

7. **Public Participation** – Describe the outreach methods that will be used to engage the public and the project stakeholders (i.e., Native American Tribal Governments, local government agencies, non-governmental organizations, and under-represented populations) above and beyond your current adopted Public Participation Plan. **(10 points)**

Begin typing here:

8. **Project Management and Implementation** *(how?)* **(10 points)**
   A. Describe how the project will be managed
   B. Describe the next steps in implementing the project

Begin typing here:

To the best of my knowledge, all information contained in this proposal is true and correct.

Signature of Authorized Official (Applicant)	*Print Name*
Title	*Date*
Signature of Authorized Official (Sub-recipient)	*Print Name*
Title	*Date*

FY 2009-10 TRANSIT TECHNICAL PLANNING ASSISTANCE APPLICATION

An electronic version of this application package is available at the following web site:
http://www.dot.ca.gov/hq/tpp/grants.html

- ✓ Application length – 20 page maximum – includes all documents **except** letters of support
- ✓ Double spaced, 12 pitch font
- ✓ No binding, use one staple
- ✓ Project titles should be brief

Required Documents

- o Signed Application, Scope of Work, Project Schedule and Funding Chart, map of project area, digital photographs of project area (when applicable)

Submit five signed hard copies and one electronic copy on a CD (Microsoft Word and Excel) of the entire Application and all documents, including the Required Documents listed above.

PROJECT TITLE	
PROJECT LOCATION (city(ies) and county(ies))	

	APPLICANT				**SUB-RECIPIENT(S)***			
Organization								
Contact Person (include salutation and title)								
Mailing Address								
City								
Zip Code								
E-mail Address								
Telephone Number	**Area Code**		**Number**		**Area Code**		**Number**	
Fax Number	**Area Code**		**Number**		**Area Code**		**Number**	

FUNDING INFORMATION	
	Federal Grant Funds Requested $
Funding Source of Local Match (TDA, general fund, tax measure,etc.)	Local Match Amount **(11.47% minimum)**
Cash	$ Cash
	$ In-kind
In-Kind	**$ Required Local Match**

Name of Cash/In-Kind Provider	**Other Funding** (*optional overmatch* above the required 11.47% minimum local match) **$**
Cash	
In-Kind	
	Total Project Cost **$**

LEGISLATORS IN PROJECT AREA	
State Senator(s) (name and district)	**Assembly Member(s) (name and district)**

- For assistance with determining the legislators for the project area, visit: http://www.legislature.ca.gov/legislators_and_districts/legislators/your_legislator.html

Attach additional pages if necessary (this attachment will not be included in the 20 page maximum)

- ☞ ***Enter answers in the area provided below each question***
- ☞ ***Points that will be used for scoring are included as part of the question***
- ☞ ***(100 points possible)***

1. **Project Summary** (50 word maximum) *(what, who, where?)* **5 points**
   A. Briefly summarize the project and what it will accomplish, list who will be involved, and define the study area.

Begin typing here:

2. **Detailed Project Description**
   A. Define the project *(what?)* **15 points**
   B. Describe the project area (e.g., urban/rural/suburban setting, geographic characteristics, etc.) *(where?)*
   C. Describe the stakeholders involved in the project and what their role will be *(who?)*

Begin typing here:

3. **Justification for the Planning Project** *(why?)* **15 points**
   A. List and describe the critical transportation need(s) that the project is attempting to address
   B. Describe why the project will address the transportation need(s)

Begin typing here:

4. **Federal Transportation Planning Goals** – Describe how the proposal addresses three or more of the following Federal Transportation Planning Factors or Goals: **(15 points)**

- **Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency**—*Begin typing here:*

- **Increase the safety of the transportation system for motorized and non-motorized users**—*Begin typing here:*

- **Increase the security of the transportation system for motorized and non-motorized users**—*Begin typing here:*

- **Increase accessibility and mobility of people and freight**—*Begin typing here:*

- **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**—*Begin typing here:*

- **Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight**—*Begin typing here:*

- **Promote efficient system management and operation**—*Begin typing here:*

- **Emphasize the preservation of the existing transportation system**—*Begin typing here:*

5. **California Transportation Plan Goals** – Demonstrate how the proposal addresses one or more of the following California Transportation Plan Goals: **(15 points)**

- **Improve Mobility and Accessibility**—*Begin typing here:*

- **Preserve the Transportation System**—*Begin typing here:*

- **Support the Economy**—*Begin typing here:*

- **Enhance Public Safety and Security**—*Begin typing here:*

- **Reflect Community Values**—*Begin typing here:*

- **Enhance the Environment**—*Begin typing here:*

6. **Grant Objectives** – Describe how the proposal addresses all of the following objectives of the Transit Technical Planning Assistance program: **(15 points)**
   A. Pertains to technical planning of transit systems
   B. Serves a rural or small urban transit area (with a population of 100,000 or less per the last census)

Begin typing here:

7. **Public Participation** – Describe the outreach methods that will be used to engage the public and the project stakeholders (i.e., Native American Tribal Governments, local government agencies, non-governmental organizations, and under-represented groups) above and beyond your current adopted Public Participation Plan. **(10 points)**

Begin typing here:

8. **Project Management and Implementation** *(how?)* **(10 points)**
   A. Describe how the project will be managed
   B. Describe the next steps in implementing the project

Begin typing here:

To the best of my knowledge, all information contained in this proposal is true and correct.

Signature of Authorized Official (Applicant)	*Print Name*
Title	*Date*
Signature of Authorized Official (Sub-recipient)	*Print Name*
Title	*Date*

FY 2009-10 TRANSIT PROFESSIONAL DEVELOPMENT APPLICATION

An electronic version of this application is available at the following web site:
http://www.dot.ca.gov/hq/tpp/grants.html

- ✓ Application length – 20 page maximum – includes all documents **except** letters of support
- ✓ Double spaced, 12 pitch font
- ✓ No binding, use one staple
- ✓ Project titles should be brief

Required Documents

- o Signed Application, Scope of Work, Project Schedule and Funding Chart, map of project area, digital photographs of project area (when applicable)

Submit five signed hard copies and one electronic copy on a CD (Microsoft Word and Excel) of the entire Application and all documents, including the Required Documents listed above.

PROJECT TITLE	
PROJECT LOCATION (city(ies) and county(ies))	

	APPLICANT				**SUB-RECIPIENT(S)***			
Organization								
Contact Person (include salutation and title)								
Mailing Address								
City								
Zip Code								
E-mail Address								
Telephone Number	**Area Code**		**Number**		**Area Code**		**Number**	
Fax Number	**Area Code**		**Number**		**Area Code**		**Number**	

FUNDING INFORMATION	
	Federal Grant Funds Requested $
Funding Source of Local Match(TDA, general fund, tax measure,etc.) Cash In-Kind 	Local Match Amount **(11.47% minimum)** $ Cash $ In-kind **$ Required Local Match**

Name of Cash/ In-Kind Provider	
Cash	**Other Funding**(*optional overmatch* above the required 11.47% minimum local match) **$**
In-Kind	
	Total Project Cost **$**

LEGISLATORS IN PROJECT AREA	
State Senator(s) (name and district)	**Assembly Member(s) (name and district)**

* For assistance with determining the legislators for the project area, visit:
http://www.legislature.ca.gov/legislators_and_districts/legislators/your_legislator.html

Attach additional pages if necessary (this attachment will not be included in the 20 page maximum)

- ☞ ***Enter answers in the area provided below each question***
- ☞ ***Points that will be used for scoring are included as part of the question***
- ☞ ***(100 points possible)***

1. **Project Summary** (50-word maximum**)** *(what, who, where?)* **(10 points)**
   A. Briefly summarize the internship program and what it will accomplish, list who will be involved, and define the study area.

Begin typing here:

2. **Detailed Project Description (15 points)**
   A. Define the internship program, emphasizing the specific tasks that will be accomplished by the intern(s) *(what?)*
   B. Describe the project area (e.g., urban/rural/suburban setting, geographic characteristics, etc.) *(where?)*
   C. Describe the participants involved in the internship program and what their roles will be *(who?)*

Begin typing here:

3. **Justification for the Planning Project** *(why?)* **(15 points)**
   A. List and describe the critical transportation need(s) that the project (i.e., the specific tasks of the intern) is attempting to address
   B. Describe why the project will address the transportation need(s)

Begin typing here:

4. **Federal Transportation Planning Goals** – Describe how the proposed educational internship program indirectly or directly addresses three or more of the following Federal Transportation Planning Factors or Goals: **(15 points)**

- **Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency**—*Begin typing here:*

- **Increase the safety of the transportation system for motorized and non-motorized users**—*Begin typing here:*

- **Increase the security of the transportation system for motorized and non-motorized users**—*Begin typing here:*

- **Increase accessibility and mobility of people and freight**—*Begin typing here:*

- **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**—*Begin typing here:*

- **Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight**—*Begin typing here:*

- **Promote efficient system management and operation**—*Begin typing here:*

- **Emphasize the preservation of the existing transportation system**—*Begin typing here:*

5. **California Transportation Plan Goals** – Demonstrate how the proposed educational internship program indirectly or directly addresses one or more of the following California Transportation Plan Goals: **(15 points)**

- **Improve Mobility and Accessibility**—*Begin typing here:*

- **Preserve the Transportation System**—*Begin typing here:*

- **Support the Economy**—*Begin typing here:*

- **Enhance Public Safety and Security**—*Begin typing here:*

- **Reflect Community Values**—*Begin typing here:*

- **Enhance the Environment**—*Begin typing here:*

6. **Grant Objectives** – Describe how the proposed internship program addresses all of the following objectives of the Transit Professional Development program: **(15 points)**
   A. Provides student internships in one or more public transportation agency
   B. Targets university or community college students with an interest in the field of transit planning

Begin typing here:

7. **Project Management** *(how?)* **(15 points)**
   A. Describe how the internship program will be managed

Begin typing here:

To the best of my knowledge, all information contained in this proposal is true and correct.

Signature of Authorized Official (Applicant)	*Print Name*
Title	*Date*
Signature of Authorized Official (Sub-recipient)	*Print Name*
Title	*Date*

SAMPLE

City of Can Do Planning Project
Scope of Work

PUBLIC OUTREACH AND EDUCATION

1. Direct Public Outreach

Task 1.1

- Conduct door-to-door outreach in the targeted neighborhoods engaging resident in one-on-one conversations and distributing materials such as flyers and brochures.

Task 1.2

- Distribution of flyers and information through the local schools.

Task 1.3

- Follow-up telephone calls to people contacted through the door-to-door efforts.

Task 1.4

- Direct mail to the existing members and the new contacts in the target neighborhoods.

Deliverable (on a monthly basis)	Documentation
Talk one-on-one in the neighborhoods with 500 people a month	Numbers will be on the invoices listed by organizer
Distribute 3,000 flyers per month door-to-door	Copy of flyer and lists of institutions that distribute the flyers
Contact 500 people a month by telephone in follow up telephone calls	Number of telephone hours listed on the invoice
Direct mail to 1,000 a month	Copy of mailer

2. Small Planning/Educational Meetings

Task 2.1

- Hold neighborhood-based house meetings with 8-15 people to begin discussing the transportation issues in the neighborhood.

Task 2.2

- Hold advanced leadership training for people already involved in the campaign with between 10-20 people in attendance.

Deliverable (on a monthly basis)	Documentation
House meetings	Attendee numbers will be on the monthly invoice
Leadership meetings	Attendee numbers will be on the monthly invoice

3. Community Workshops

A series of five community workshops will be held that explore the planning process itself, issues related to creating bike and pedestrian friendly neighborhoods, methods of gathering empirical evidence of problems and other ways research can help community residents understand problems and solutions, the current efforts to enhance bike and walk ability in the target community plan areas, and the historical context of land-use decision-making in the City of Can Do area.

Task 3.1

- Conduct Community Workshops with 30-50 people

Deliverable (on a monthly basis)	Documentation
Larger community meetings	Attendance figures will be on the monthly invoices

4. Media Outreach

Task 4.1 Develop and Implement Public Service Announcement (PSA) Campaign

- Script PSA to ask various radio stations to record and play
- Ask radio stations to play our PSAs describing the transportation concerns and asking people to contact ACORN
- Contact five radio stations about running the PSAs
- For the rest of the project, keep in touch with these stations

Task 4.2 Meet with Television Stations

- Meet with two Spanish language television stations about the project
- Meet with three English language televisions stations about the project

Task 4.3 Meet with Newspapers

- Contact English language community newspapers
- Meet with a Spanish language daily newspaper
- Throughout the project, continue to notify these newspapers of upcoming meetings and events as well as the plans that are being developed

Deliverable	Documentation
Develop PSAs	Written copy of PSA
Contact radio stations	List of stations contacted
Contact television stations	List of stations contacted
Contact newspapers	List of newspapers contacted

RESEARCH

5. Develop and Implement Survey Instruments

Task 5.1 Develop Survey

- Develop a community survey to observe and collect data on current physical neighborhood conditions and to gather community members' perspectives on transportation issues as well as related neighborhood concerns.

Task 5.2 Perform Survey with Residents

- Perform door-to-door walking audits and complete survey of residents.

Task 5.3 Survey Organizations

- Conduct an ongoing series of community involvement meetings working directly with groups in the targeted neighborhoods. These meetings will include small, intimate block-level meetings, larger community-wide meetings, tours of trouble spots and model solutions, and other forums for bringing representatives of groups together to have an impact on the planning process.

Task 5.4 Hold Education Meetings

- Hold a guest presenter series that includes people with expertise on neighborhood design and planning processes, local walking and biking efforts, community involvement systems, conducting community-based research, and most likely, several topics selected by representatives from groups themselves. We expect strong representation from City of Can Do, STPP, and ACORN and other community-based organizations as part of this series.

Deliverable	Documentation
Creation of survey instrument	Written copy of survey
Completed surveys by community residents	Report and copy of survey results
Input from organizations and others	Report with their comments

Hold series of education trainings	Copy of agendas

ANALYSIS

6. Analysis of Data

Task 6.1 Compile Data

- Compile survey results into a study, plan, or concept documenting the sentiments, concerns, and specific issues

Task 6.2 Coordination with City of Can Do

- Work with the City of Can Do to analyze data, prepare recommendations, and compile analysis and study, plan, or concept.

7. Collaboration and Draft Report

Task 7.1 Work with Neighborhood Planning Groups

- Make presentation to the Neighborhoods Community Planning Group and the Southeastern Planning Committee
- Hold monthly meetings with leaders of each Community Planning Group
- Meet with members of each planning group for input on plans made so far by community residents
- Meet with Neighborhoods Community Planning Group and the Southeastern Planning Committee about the data and within the study, plan, or concept to ensure that our final recommendations and plan reflect their input.

Task 7.2 Compile Draft Report

- Draft a report that clearly delineates the "best practices" for increasing the involvement of groups in local planning efforts that the City of Can Do may distribute to planning agencies, cities, counties, and regional governmental bodies across the State. This report will need to be reviewed for consistency with the newly revised and updated City Can Do Street Design Manual.

Deliverable	Documentation
Analysis of data collected	Written copy of final analysis
Input from neighborhood planning groups	Memo on meetings with them
Draft report	5 copies

ADMINISTRATION/COORDINATION

8. Project Management and Final Product

Task 8.1 Project Management

- The City of Can Do Planning Department will manage the project including administration of the grant and coordination of all activities related to the Scope of work. Duties will include establishing contractual arrangements with ACORN and all subconsultants, monitoring consultant work, participating in public events, reviewing deliverables, processing invoices, etc.

Task 8.2 Final Product

- Finalize a report that clearly delineates the "best practices" for increasing the involvement of groups in local planning efforts that the City of Can Do may distribute to planning agencies, cities, counties, and regional governmental bodies across the State. This report will need to be reviewed for consistency with the newly revised and updated City of Can Do Street Design Manual.

Deliverable	Documentation
Project management	Project administration/product delivery
Final report	6 hard copies and 6 electronic copies on one Word/Excel; document to the Caltrans contract manager

California Department of Transportation
Transportation Planning Grants
Fiscal Year 2009-2010

PROJECT SCHEDULE AND FUNDING CHART (WHEN)

This document is required for Partnership Planning and Transit Technical (FTA Section 5304) Application Only

Project Title	Transit Planning Project																																															
			Grantee																																													
	Fund Source					**Fiscal Year 2009/10**												**FY 2010/11**												**FY 2011/12**																		
Tasks	**Responsible Party**	**Total Cost**	**Grant %**	**Local %**	**In-kind %**	**J**	**A**	**S**	**O**	**N**	**D**	**J**	**F**	**M**	**A**	**M**	**J**	**J**	**A**	**S**	**O**	**N**	**D**	**J**	**F**	**M**	**A**	**M**	**J**	**J**	**A**	**S**	**O**	**N**	**D**	**J**	**F**	**Deliverable**
Define businesses	Consultant	$7,000	$5,000	$1,000	$1,000																																	Technical memorandum
Identify critical businessness	Consultant	$18,000	$13,000	$5,000																																		
																																						Review of all existing transit provider services
Identify plans	Consultant	$35,000	$25,000	$10,000																																		Maps showing transit routes
Stakeholders discussions	Consultant	$35,000	$25,000	$5,000																																		Stakeholder outreach
Evaluate sites	Consultant	$80,000	$55,000	$25,000																																		Evaluate transit routes
Demand/cost-benefit analyses	Consultant	$110,00	$77,000	$33,000																																		Demand/cost-benefit analyses
Final Product	Consultant	$70,000	$50,000	$15,000	$5,000																																	Final Product, Joint Short Range Transit Plan
TOTALS		$355,000	$250,000	$94,000	$11,000																																	

* Proposal can be more than one page and for up to two years

	Fund Source					FY 2009/10												FY 2010/11												FY 2011/12								
Tasks	Responsible Party	Total Cost	Grant %	Local %	In-kind %	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	Deliverable