Reconnecting Communities: Highways to Boulevards
Application Instructions

Contents

Getting Started

Important Information:

- Applications, including all supporting documents and attachments, must be **received online by 5:00pm Pacific Daylight Time** on September 20, 2023. Late applications will not be accepted.

- Applicants can apply anytime between the Call for Communities, June 20, 2023, and the application deadline of 5:00pm on September 20, 2023.

- All required attachment templates are available on the Reconnecting Communities: Highways to Boulevards (RC:H2B) website: https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/rc-h2b.

- Click the link that says, "RC:H2B Application Forms."
    - Click on "RC:H2B Application Form" to open the application in Smartsheet.

- Applicants are required to complete and submit their application(s), <u>including all supporting documents and attachments</u>, using the online Smartsheet form. A Smartsheet license is **not** needed to complete and submit the application.

- The application <u>must be completed in one sitting,</u> and you <u>will not</u> be able to save your progress and return later to complete the application. For your convenience, there is an "Intake Form in PDF Format" on the RC:H2B website for you to use, if you wish, that follows the online application. This form should not be submitted and is only an aide to assist you in completing all your project information prior to starting the online application, so that when you begin the Smartsheet application you will be prepared to finish it in its entirety.

- Any question with a red Asterix (*) requires a response. Your application will not be successfully submitted until all required responses have been entered.

- For additional information on any of the topics included in the application, please see the RC:H2B Guidelines located on the website at: https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/rc-h2b. You might also find other documents on the website helpful, such as the FAQ.

- Once you have submitted your application, you will not have the ability to correct mistake(s) and/or add information. Resubmitting the application to correct mistake(s) or to add information is not permitted. If more than one application is submitted with the same project title, the application submitted last will be rejected.

- A single proposal applies for a single grant category. An agency wishing to apply for a RC:H2B grant for more than one category must submit a separate application for each category. Total number of applications per lead applicant are limited to one per grant category, but there is no limitation in number of applications for co-applicants and partners.

Smartsheet On-line Application Instructions

Section 1 - Proposal Information

1. Lead Applicant Agency Name (*response required)
   - Enter the name of the agency applying for the RC:H2B grant.

2. Proposal/Application Title (*response required)
   - Enter a unique title for this proposal.

3. Caltrans District (*response required)
   - Select which district(s) the proposed improvement area is in. If it spans more than one District, select all that apply. For assistance in determining your Caltrans District, visit [Caltrans Near Me](#).

4. Proposal Grant Type (*response required)
   - Select only one grant type this particular proposal will be applying for: urban, rural, or corridor. For additional information on these three categories please see the *Definitions* section of the RC:H2B Program Guidelines.

5. Proposal Description (*response required)
   - Enter a brief description of the proposal. This section allows for a maximum of 150 words. More room to describe the proposal is provided in the Attachment A. Narrative.

Section 2 - Location Information

1. Enter the city and county of the proposed improvement area(s). (*response required)
   - Example: "Union City, Alameda County"
   - List all applicable Cities and Counties the Proposed Improvement Area(s) are located within, or the closest City and County if an unincorporated or other kind of community.

2. What is the name of the Community or neighborhood receiving the proposed benefits of this application (if applicable)?
   - Examples: Mission District, or Korea Town
   - If not applicable, mark as N/A or leave blank

3. Will the proposal likely include improvements on or immediately abutting or adjacent to the State Highway System or Caltrans ROW? (*response required)
   - Please note if proposal is likely to include improvements to the State Highway System, Caltrans must be listed as a co-applicant in Section 5 of this application.
   - If yes, you will need to describe what Caltrans facility, or facilities, will be or likely be affected by this proposal. (*response required)

- If unsure, you will need to describe the potential facility, or facilities, impacted or any location information known at this time. (*response required)
  - ➢ Descriptions should be made to the best of your knowledge. Although a response is required, it is not required to have specific location detail as part of this proposal.

Section 3 – Lead Applicant Information

1. Contact Name (*response required)
   - Enter the name of the individual to contact for the lead applicant. The person listed here will be the person emailed if the proposal is awarded, thus it is recommended that the Proposal Manager be named as the primary contact.

2. Title (*response required)
   - Enter the professional job title of the individual listed as the lead applicant contact name.

3. Phone Number of Lead Applicant Contact (*response required)
   - Enter the phone number of the individual listed as the lead applicant contact.

4. Email Address of Lead Applicant Contact (*response required)
   - Enter the email address of the individual listed as the lead applicant contact. Ensure when you enter the email address you do not include a space after as the system won't recognize it as a valid email address.

5. Agency Type (*response required)
   - Select the appropriate response from the list provided in the drop-down menu. For more information on eligible lead applicants, see the section "Eligible Applicants" in the Guidelines on our website.
     - ➢ Lead applicant may include but are not limited to:
       - ✓ Units of local government
       - ✓ Metropolitan Planning Organizations (MPOs)
       - ✓ Local and regional agencies
       - ✓ Joint powers authorities
       - ✓ Federally recognized Tribal governments
       - ✓ Transit agencies

6. Does the Lead Applicant have an existing Master Agreement with Caltrans Division of Local Assistance (DLA)? (*response required)
   - Select "yes" if the lead applicant has an existing fully executed Master Agreement with DLA.
   - Select "no" if the lead applicant does not have an existing Master Agreement with DLA and has not started the process to obtain one.

- o If the Master Agreement process has been started but it is not fully executed or in place yet, select "in progress". You will then need to provide information on the status of the Master Agreement.
    - ➢ Include a description of where in the process the agreement is at, when items were submitted or returned. Include any applicable dates.

Section 4 – Lead Applicant Marketing/Communications Contact

1. Marketing/Communications Contact Name (*response required)
    - o Enter the name of the individual to contact from the lead applicant's agency for marketing/communications information or a Public Information Officer. If the proposal is awarded, this person might be contacted about information such as upcoming ribbon cutting, groundbreaking ceremony, etc.

2. Marketing/Communications Contact Title (*response required)
    - o Enter the professional job title of the individual listed as the lead applicant's marketing/communications contact.

3. Marketing/Communications Organization (*response required)
    - o Enter the name of the organization for the individual listed as the lead applicant's marketing/communications contact.

4. Marketing/Communications Phone Number (*response required)
    - o Enter the phone number of the individual listed as the lead applicant's marketing/communications contact.

5. Marketing/Communications Email Address (*response required)
    - o Enter the email address of the individual listed as the lead applicant's marketing/communications contact.

Section 5 – Co-Applicant Information (If Applicable)

Co-applicants are units of local government, MPOs, local agencies, regional agencies, joint powers authorities, federally recognized Tribal governments, and transit agencies. If the eligible facility is on the State Highway System, Caltrans must be a co-applicant. The owner of the Right-of-Way for the eligible facility must also be a co-applicant. Fill out the following prompts for each co-applicant you have. If the project does not involve co-applicants, skip this section, and continue to Section 5.

If more than one co-applicant, include information for up to three co-applicants in the application. If more than three co-applicants, ensure all those not included in the main application are listed in the Attachment D: Summary Partnership Structure. Priority of those to be listed in the application as compared to those included in Attachment D should be given to co-applicants that are the most influential to the proposal (i.e. those identified as an implementing agency or may be ROW or facility owners).

1. Is there a co-applicant for this proposal? (*response required)
   o If Yes, continue with the other questions that pop up in this section.
   o If no, proceed to Section 5: Partnering Organization Information.

2. Co-Applicant Organization (*response required)
   o Enter the name of the co-applicant's organization.

3. Co-Applicant Contact Person's Name (*response required)
   o Enter the name of the individual to contact from the co-applicant organization.

4. Co-Applicant Contact Person's Title (*response required)
   o Enter the professional job title of the individual listed as the contact from the co-applicant organization.

5. Co-Applicant Contact Person's Phone Number (*response required)
   o Enter the phone number of the individual listed as the contact from the co-applicant organization.

6. Co-Applicant Contact Person's Email Address (*response required)
   o Enter the email address of the individual listed as the contact from the co-applicant organization.

7. Agency Type for Co-Applicant (*response required)
   o Select the appropriate response from the list provided in the drop-down menu. For more information on eligible co-applicants, see the section "Eligible Applicants" in the Guidelines on our website.
      ➢ Co-applicants may include but are not limited to:
         ✓ Units of local government
         ✓ Metropolitan Planning Organizations (MPOs)
         ✓ Local and regional agencies
         ✓ Joint powers authorities
         ✓ Federally recognized Tribal governments
         ✓ Transit agencies
         ✓ Caltrans districts
         ✓ Other state agencies

         ✓ Other (If other is chosen a new field will open to enter the agency type).

8. Is this co-applicant also likely to act as implementing agency?
   o Co-applicants may act as the implementing agency of certain phases of a proposal. If this is the case for this co-applicant, select Yes. If not, select No.

9. Add a Second Co-Applicant? (*response required)
   - If yes, a new section will open to enter the second co-applicant's information. The fields are the same as above.
   - If no, proceed to Section 5: Partnering Organization Information.

10. Add a Third Co-Applicant? (*response required)
    - If yes, a new section will open to enter the third co-applicant's information. The fields are the same as above.
    - If no, proceed to Section 5: Partnering Organization Information.

11. Additional Co-Applicants? (*response required)
    - There is a maximum of 3 co-applicants allowed to be entered in the Smartsheet application. If your proposal has more than 3 co-applicants, list additional names and contact information in Attachment D:Partnership Structures of the application. Ensure it is listed in the rows provided. You do not need to list out the co-applicants again that are included in the main application.

Section 6 – Partnering Organization Information (If Applicable)

Examples of partnering organization are local government agencies, non-profits, CBOs, faith-based organizations, or Tribal governments that partner on a project by contributing funds or project development work such as project management, design, contract administration, volunteers for a project, or in-kind contributions. Non-profits can only apply as partners to this program. The RC:H2B Program requires applicants to propose a partnership model. Applicants may designate an unlimited number of partners.

Is there a partnering organization for this proposal? (*response required)

   - If yes, an additional question will ask to identify the total number of Partners on the application.
     - ➤ Note that the number of partners identified in this application must match up with the number listed out in Attachment D.
   - If no, proceed to Section 6: Benefits to Underserved Communities.

Section 7 – Benefits to Underserved Communities

1. Is your community underserved based on the criteria outlined in the Guidelines and demonstrated in Attachment C: Underserved Criteria Spreadsheet? (*response required)
   - Select the appropriate response: yes or no.

o Make sure that Attachment C (as well as other required attachments/backup documentation) are uploaded at the end of the Smartsheet application. See Section 8 – Application Attachments below for further information.

Section 8 – Application Attachments

The attachments listed below under "Required" <u>must be completed and uploaded with the application prior to submission</u>, along with any other attachments that pertain to the project listed under "Optional." Downloadable templates for these attachments are posted on the RC:H2B website. Each attachment includes instructions for how to complete it.

Each attachment file name should include the attachment name as seen in the list of required attachments. The maximum file size for each required attachment is 15MB each.

For "any other materials" you are limited to a total of five attachments with a combined file size limit not to exceed 25MB.
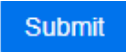
<u>REQUIRED</u>:

- Attachment A: Proposal Narrative

- Attachment B: Proposed Improvement Area Map
  o Including, but not limited to, proposal location maps and photo of proposed improvement area before improvements

- Attachment C: Underserved Criteria Spreadsheet

  o Including additional supporting documentation to verify the underserved metrics identified. This may include screen shots, data, or tables from the various online tools.

- Attachment D: Partnership Structures
  o Including, but not limited to, additional co-applicants, additional partnering organizations, letters of commitment from lead and co-applicants, etc.

- Application Checklist
  o Must be signed by the lead applicant prior to uploading. Signers should be the Chief Executive Officer, Public Works Director, or other officer authorized by the governing board.

<u>OPTIONAL:</u>

- Any other materials

- o Any other documents or materials that help demonstrate project need or viability. Examples include Board/Council Resolutions, Project Renderings, Photos, Survey Results, etc.
- o Applicant shall not upload more than 5 additional optional materials and their combined total files size shall not exceed 25MB in total.
- o Documents submitted that are optional will not be evaluated. Evaluation will be based on the application and the required attachments only.

Submit Application

- You must read and check the box confirming "the applicant submitting this form attests that all information is complete and accurate to the best of their knowledge." Applications will not be accepted without checking this box.

- Check the box "Send me a copy of my responses" if you would like the information entered in the application to be sent to you. We strongly encourage you to do this.

- Be sure to click the blue "Submit" box to submit your application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN
5:00PM (PDT) ON September 20, 2023.**

- We encourage submitting your application as early as possible in the event of technical errors and recommend submitting at least a day before the application deadline. Late applications will not be accepted.

- If you have any questions, please email us at CRCP@dot.ca.gov. We will host application workshops between June and September on how to complete the application. Sign up for our mailing list to get announcements on those workshops. They will be recorded and posted to our website approximately one week after each workshop.