



**Sustainable Transportation Planning Grant Program**  
**STRATEGIC PARTNERSHIPS - GRANT APPLICATION NARRATIVE**

**PART H. APPLICATION NARRATIVE**

FY 2024-25

**Project Information**

<b>Organization</b> (Legal name)	
<b>Project Title</b>	
<b>Project Area Boundaries</b>	
<b>Project Timeframe</b> (Start and End Dates)	

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**Application Narrative**

- 1. Project Description (10 points) - 3-5 sentences maximum; Do not exceed the space provided.**  
Briefly summarize the project in a clear and concise manner, including why the project is necessary, major deliverables, parties involved, and any connections to relevant local, regional, and/or State planning efforts.



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#### **2. Project Justification (30 points) - Do not exceed the space provided**

- Describe the problems or deficiencies the project is attempting to address, as well as how the project will address the identified problems or deficiencies
- Describe the ramifications and impact of not funding this project
- Clearly define the existing issues surrounding the project (e.g., transportation issues, in-adequate transit services, impacts of heavy trucking on local streets, air pollution, etc.)
- Competitive applications support the need for the project with empirical data
- Describe how this project addresses issues raised



**2. Project Justification (continued)**



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#### **3. Grant Specific Objectives (Total 20 points)**

Integrate the following Grant Program Considerations (Grant Application Guide, Chapter 1.2) in the responses for 3A-3D below, as applicable:

- Caltrans Strategic Plan
- California Transportation Plan (CTP) 2050
- Modal Plans that Support the CTP 2050
- Title VI and Environmental Justice
- Climate Action Plan for Transportation Infrastructure
- California Adaptation Strategy
- Master Plan for Aging

#### **3A. Grant Specific Objectives (5 points) - Do not exceed the space provided**

- List and explain how the proposal would accomplish the Federal Planning Factors (Grant Application Guide, Chapter 5.2), achieve the Caltrans Mission and the Grant Program Objectives (Grant Application Guide, Chapter 1.2.)



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#### **3B. Grant Specific Objectives (5 points) - Do not exceed the space provided**

- Explain how the proposal partners with Caltrans to identify and address statewide, interregional, or regional transportation deficiencies in the State Highway System (or multimodal transportation system for transit-focused projects)
- Clearly define how Caltrans will be a partner in the proposed project, as appropriate for the project

#### **3C. Grant Specific Objectives (5 points) - Do not exceed the space provided**

- Explain how the proposal strengthens government-to-government relationships
- Outline the entities involved with the proposed project and how partnerships will be strengthened as a result



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### 3D. Grant Specific Objectives (5 points) - Do not exceed the space provided

- Explain how the proposal results in programmed system improvements
- Discuss next steps for project implementation, including timing for programming improvements that would result from the planning effort

### 4. Project Management (Total 40 points)

See Scope of Work and Cost and Schedule samples and checklists for requirements (Grant Application Guide, Appendix B), also available on the Caltrans grants website, <https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/regional-and-community-planning/sustainable-transportation-planning-grants>

#### 4A. Scope of Work (20 points)

#### 4B. Cost and Schedule (20 points)