



California Department of Transportation

# Transportation Planning Grants

## Fiscal Year 2008-2009

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

**Application Deadline  
January 11, 2008**





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**APPLICATIONS MUST BE POSTMARKED OR RECEIVED AT YOUR  
LOCAL CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DISTRICT PLANNING OFFICE BY  
5:00 PM, FRIDAY, JANUARY 11, 2008**

**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.



## Grant Program Description

*The California Department of Transportation (Caltrans) invites applications for Fiscal Year 2008-2009 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
- Transit Planning (FTA Section 5304)
  - Statewide Transit Planning Studies
  - Transit Technical Planning Assistance
  - Transit Professional Development

**Transportation Planning Grants are intended to promote strong and healthy communities, economic growth, and protection of our environment. These planning grants support closer placement of jobs and housing, efficient movement of goods, community involvement in planning, safe and convenient pedestrian and bicycle mobility and access, smart or strategic land use, and commute alternatives. The final results of these grants should lead to the adoption, initiation, and programming of transportation improvements that improve mobility, access, and economic vitality.**

### **CALTRANS TRANSPORTATION PLANNING GRANT GOALS**

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 that are desired throughout the transportation system.

Grant applicants must clearly demonstrate how their proposed planning project promotes one or more of the following statewide transportation planning goals:

- Smart or strategic land use and opportunities for affordable housing and jobs
- Congestion relief
- Efficient movement of people, goods, and services
- Safe and healthy communities
- Pedestrian, bicycle, and transit mobility and access
- Public and stakeholder participation
- Measures to reduce air pollution and greenhouse gas emissions
- Conservation of energy and other natural resources
- Protection of sensitive habitat and farmland

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.

## Grant Program Description (continued)

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

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

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



## Transportation Planning Grant Summary Chart

				<b>LOCAL MATCH</b>
<b>Environmental Justice: Context-Sensitive Planning</b>	State Highway Account <b>Budget</b> \$3 million <b>Grant Cap</b> \$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 <b>directly or as a sub-recipient</b> : <ul style="list-style-type: none"> <li>• Metropolitan Planning Organizations and Regional Transportation Planning Agencies</li> <li>• Cities and Counties</li> <li>• Transit Agencies</li> <li>• Native American Tribal Governments</li> </ul> The following may apply only as a <b>sub-recipient</b> : <ul style="list-style-type: none"> <li>• Universities and Community Colleges</li> <li>• Community-Based Organizations</li> <li>• Non-Profit Organizations (501.C.3)</li> <li>• Public Entities**</li> </ul>	10% of the <b>grant total</b> (non-State and non-federal funds). Up to half of the 10% match can be in-kind*. Refer to sample match calculation on Page 11.
<b>Community-Based Transportation Planning</b>	State Highway Account <b>Budget</b> \$3 million <b>Grant Cap</b> \$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 <b>directly or as a sub-recipient</b> : <ul style="list-style-type: none"> <li>• Metropolitan Planning Organizations and Regional Transportation Planning Agencies</li> <li>• Cities and Counties</li> <li>• Transit Agencies</li> <li>• Native American Tribal Governments</li> </ul> The following may apply only as a <b>sub-recipient</b> : <ul style="list-style-type: none"> <li>• Universities and Community Colleges</li> <li>• Community-Based Organizations</li> <li>• Non-Profit Organizations (501.C.3)</li> <li>• Public Entities**</li> </ul>	20% of <b>grant total</b> (non-State and non-federal funds). Up to half of the 20% match can be in-kind*. Refer to sample match calculation on Page 20.
<b>Partnership Planning</b>	FHWA State Planning and Research, Part 1 <b>Budget</b> Federal funds \$1,000,000 <b>Grant Cap</b> \$300,000	Fund transportation planning studies of multi-regional and statewide significance, strengthen the economy, protect the environment, and promote public involvement and safety in the State.	The following may <b>only</b> apply as an <b>applicant</b> : <ul style="list-style-type: none"> <li>• Metropolitan Planning Organizations and Regional Transportation Planning Agencies</li> </ul> (Projects are to be performed jointly with Caltrans staff.) The following may apply only as a <b>sub-recipient</b> : <ul style="list-style-type: none"> <li>• Universities and Community Colleges</li> <li>• Native American Tribal Governments</li> <li>• Cities and Counties</li> <li>• Community-Based Organizations</li> <li>• Non-Profit Organizations (501.C.3)</li> <li>• Public Entities**</li> </ul>	20% of <b>grant total</b> (non-federal funds or in-kind* contribution). Additional local funds above the minimum local match are desired. Refer to sample match calculation on Page 29.

				<b>LOCAL MATCH</b>
<b>Statewide Transit Planning Studies</b>	FTA Section 5304  <b>Budget</b> Federal funds \$1,200,000  <b>Grant Cap</b> \$300,000	Fund studies on transit issues having statewide or multi-regional significance to assist in reducing urban transportation needs, improving transit service, strengthening the economy, promoting equity, and protecting the environment.	The following may <b>only</b> apply as an <b>applicant</b> : <ul style="list-style-type: none"> <li>• Metropolitan Planning Organizations and Regional Transportation Planning Agencies</li> </ul> (Projects are to be performed jointly with Caltrans staff.) The following may apply only as a <b>sub-recipient</b> : <ul style="list-style-type: none"> <li>• Transit Agencies</li> <li>• Universities and Community Colleges</li> <li>• Native American Tribal Governments</li> <li>• Cities and Counties</li> <li>• Community-Based Organizations</li> <li>• Non-Profit Organizations (501.C.3)</li> <li>• Public Entities**</li> </ul>	11.47% of the <b>grant total</b> (non-federal funds or in-kind* contribution). Refer to sample match calculation on Page 31.
<b>Transit Technical Planning Assistance</b>	FTA Section 5304  <b>Budget</b> Federal funds \$1,000,000  <b>Grant Cap</b> \$100,000	Fund public and intermodal transportation planning studies in rural transit areas of California (transit service area with population of 100,000 or less).	The following may <b>only</b> apply as an <b>applicant</b> : <ul style="list-style-type: none"> <li>• Metropolitan Planning Organizations and Regional Transportation Planning Agencies</li> </ul> The following may apply only as a <b>sub-recipient</b> : <ul style="list-style-type: none"> <li>• Transit Agencies</li> <li>• Universities and Community Colleges</li> <li>• Native American Tribal Governments</li> <li>• Cities and Counties</li> <li>• Community-Based Organizations</li> <li>• Non-Profit Organizations (501.C.3)</li> <li>• Public Entities**</li> </ul>	11.47% of the <b>grant total</b> (non-federal funds or in-kind* contribution). Refer to sample match calculation on Page 32.
<b>Transit Professional Development</b>	FTA Section 5304  <b>Budget</b> Federal funds \$300,000  <b>Grant Cap</b> \$50,000	Fund training and development of transit planning professionals and student internships.	The following may <b>only</b> apply as an <b>applicant</b> : <ul style="list-style-type: none"> <li>• Metropolitan Planning Organizations and Regional Transportation Planning Agencies</li> </ul> The following may apply only as a <b>sub-recipient</b> : <ul style="list-style-type: none"> <li>• Transit Agencies</li> <li>• Universities and Community Colleges</li> <li>• Native American Tribal Governments</li> <li>• Cities and Counties</li> <li>• Community-Based Organizations</li> <li>• Non-Profit Organizations (501.C.3)</li> <li>• Public Entities**</li> </ul>	11.47% of the <b>grant total</b> (non-federal funds or in-kind* contribution). Refer to sample match calculation on Page 33.

\* In-kind contribution can include a quantifiable 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)



## 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 at your local Caltrans District Planning Office no later than **5:00 pm, Friday, January 11, 2008** (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 January 11, 2008**, 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**

- Fall 2007 – Transportation Planning Grant Application available by mail, e-mail, and website.  
<http://www.dot.ca.gov/hq/tpp/grants.htm>
- January 11, 2008 – Final applications due to appropriate Caltrans District Planning Office.
- Summer 2008 – 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. **Lump sum invoices for the entire grant are 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, 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, its sub-recipients and subcontractors shall conform to Generally Accepted Accounting Principles, that enables the determination of incurred costs at interim points of completion, and provides 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.htm>

## **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 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 must 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](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

## Environmental Justice: Context-Sensitive Planning (continued)

### 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). Cities, Counties, Native American Tribal Governments, and other entities must have their awarded projects included as an informational item in their respective MPO/RTPA's OWP.

### FUNDING

An estimated \$3 million will be available for the FY 2008-2009 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 Request
÷ <u>90%</u>	Grantee Percentage
= \$111	Total including 10% match
- <u>\$100</u>	Grant Request
\$ 11	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, 2011**

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

#### **May 1, 2011**

- 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

HEADQUARTERS CONTACT		
<p><i>Direct your grant application questions to:</i>            Program Contact: Carl Payne (916) 653-3726 <a href="mailto:carl.payne@dot.ca.gov">carl.payne@dot.ca.gov</a></p>		
		MPO/RTPA
<p><b>DISTRICT 1</b>            1656 Union Street            Eureka, CA 95501            (P.O. Box 3700) 95502</p>	<p>Eddie Isaacs (707) 445-5219            Jesse Robertson (707) 441-2009            FAX (707) 441-5869</p>	<ul style="list-style-type: none"> <li>• Del Norte LTC</li> <li>• Humboldt COG</li> <li>• Lake COG</li> <li>• Mendocino COG</li> </ul>
<p><b>DISTRICT 2</b>            1657 Riverside Drive            Redding, CA 96001            (P.O. Box 496073) 96049-6073</p>	<p>Sandra Rivera (530) 225-0516            FAX (530) 225-3578</p>	<ul style="list-style-type: none"> <li>• Lassen LTC</li> <li>• Tehama LTC</li> <li>• Modoc LTC</li> <li>• Trinity LTC</li> <li>• Plumas LTC</li> <li>• Siskiyou LTC</li> <li>• Shasta LTC</li> </ul>
<p><b>DISTRICT 3</b>            Sacramento Area Office            2389 Gateway Oaks Drive            Suite 100            Sacramento, CA 95833            (P.O. Box 942874) 94274-0001</p>	<p>Joanna Dramer (916) 263-1795            FAX (916) 274-0648</p>	<ul style="list-style-type: none"> <li>• Butte CAG</li> <li>• Sierra LTC</li> <li>• Colusa LTC</li> <li>• Glenn LTC</li> <li>• El Dorado LTC</li> <li>• Nevada LTC</li> <li>• Placer LTC</li> <li>• Sacramento Area COG</li> <li>• TRPA - Tahoe Basin</li> <li>• Tahoe Metropolitan Planning Organization</li> </ul>
<p><b>DISTRICT 4</b>            111 Grand Avenue            Oakland, CA 94612            (P.O. Box 23660) 94623-0660</p>	<p>Surinder Sikand (510) 286-5472            Emmanuel Mekwunye            (510) 286-6326            FAX (510) 286-5513</p>	<ul style="list-style-type: none"> <li>• Metropolitan Transportation Commission</li> </ul>
<p><b>DISTRICT 5</b>            50 Higuera Street            San Luis Obispo, CA 93401</p>	<p>Brian Graham (805) 549-3970            Mark McCumsey (805) 549-3963            FAX (805) 549-3077</p>	<ul style="list-style-type: none"> <li>• Monterey LTC</li> <li>• Santa Cruz LTC</li> <li>• San Benito COG</li> <li>• Association of Monterey County Bay Area Governments</li> <li>• Santa Barbara CAG</li> <li>• San Luis Obispo COG</li> </ul>

		MPO/RTPA
<b>DISTRICT 6</b> 1352 West. Olive Drive Fresno, CA 93728 (P.O. Box 12616) 93778	Marta Frausto (559) 488-4168 FAX (559) 488-4088	<ul style="list-style-type: none"> <li>• Fresno COG</li> <li>• Tulare COG</li> <li>• Kern COG</li> <li>• Kings CAG</li> <li>• Madera LTC</li> </ul>
<b>DISTRICT 7</b> 120 South Spring Street Los Angeles, CA 90012-3606	Fernando Castro (213) 897-1905 Melanie Bradford (213) 897-9446 FAX (213) 897-1337	<ul style="list-style-type: none"> <li>• Southern California Association of Governments</li> </ul>
<b>DISTRICT 8</b> 464 West Fourth Street Sixth Floor San Bernardino, CA 92401	Lorna Foster (909) 383-4473 FAX (909) 383-6890	<ul style="list-style-type: none"> <li>• Southern California Association of Governments</li> </ul>
<b>DISTRICT 9</b> 500 South Main Street Bishop, CA 93514	Forest Becket (760) 872-0735 FAX (760) 872-0678	<ul style="list-style-type: none"> <li>• Inyo LTC</li> <li>• Mono LTC</li> </ul>
<b>DISTRICT 10</b> 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 McClaflyn, Amador, Calaveras, and Alpine Regions (209) 948-7647 Mary Ann Avalos, Mariposa Region (209) 941-1982 FAX (209) 948-7164	<ul style="list-style-type: none"> <li>• Alpine LTC</li> <li>• Amador LTC</li> <li>• Calaveras COG</li> <li>• Mariposa LTC</li> <li>• Merced CAG</li> <li>• Tuolumne COG</li> <li>• San Joaquin COG</li> <li>• Stanislaus COG</li> </ul>
<b>DISTRICT 11</b> 4050 Taylor Street San Diego, CA 92110 (P.O. Box 85406) 92186	Mike Kent (619) 688-6822 Ali Shahmiri (619) 220-5390 FAX (619) 688-2598	<ul style="list-style-type: none"> <li>• San Diego Association of Governments</li> </ul>
<b>DISTRICT 12</b> 3347 Michelson Drive Suite 100 Irvine, CA 92612-0661	Barbara Gossett (949) 440-4461 FAX (949) 724-2256	<ul style="list-style-type: none"> <li>• Southern California Association of Governments</li> </ul>

## FY 2008-09 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.htm>

- ✓ 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, Project Timeline, Local Resolution, 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) of the entire Application and all documents, including the Required Documents listed above.

<b>PROJECT TITLE</b>	
<b>PROJECT LOCATION (city(ies) and county(ies))</b>	

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

FUNDING INFORMATION	
<b>Grant Funds Requested</b>	\$
<b>Local Match (See sample calculation on Page 11)</b>	\$
<b>Source of Local Match</b>	
<b>Other Funding</b>	\$
<b>Total Project Cost</b>	\$

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

\* 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 on the right side above the text box (100 points possible)*

**20 points**

**1. Project Description** (half page maximum)

- ⇒ Define project and project area
- ⇒ Identify community/communities and stakeholders (include demographics)
- ⇒ Specify what will be accomplished including what final products will be delivered
- ⇒ Describe how project will be managed

*Begin typing here:*

**20 points**

**2. Grant Objective** - Describe how the proposal addresses the following Environmental Justice: Context-Sensitive Planning 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

*Begin typing here:*

**20 points**

**3. State Transportation Planning Grant Goals** - Demonstrate how the proposal addresses one or more of the following Caltrans Transportation Planning Grant Goals:

- **Smart or strategic land use and opportunities for affordable housing and jobs** (Example: This project provides smart or strategic land use and opportunities for affordable housing and jobs by...)

*Begin typing here:*

- **Congestion relief** – *Begin typing here:*
- **Efficient movement of people, goods, and services** – *Begin typing here:*
- **Safe and healthy communities** – *Begin typing here:*
- **Pedestrian, bicycle, and transit mobility and access** – *Begin typing here:*
- **Public and stakeholder participation** – *Begin typing here:*
- **Measures to reduce air pollution and greenhouse gas emissions** – *Begin typing here:*
- **Conservation of energy and other natural resources** – *Begin typing here:*
- **Protection of sensitive habitat and farmland** – *Begin typing here:*

**20 points**

**4. Public Participation** - Describe how the proposal will innovatively and collaboratively involve the public, community-based organizations, low-income and minority communities, Native American Tribal Governments, and under-represented groups in the planning and decision-making throughout the project.

*Begin typing here:*

**5. Project Outcomes** - Explain how the proposal will ensure a successful outcome and be carried forward to the next stage.

Begin typing here:

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

_____ <i>Signature of Authorized Official (Applicant)</i>	_____ <i>Print Name</i>
_____ <i>Title</i>	_____ <i>Date</i>
_____ <i>Signature of Authorized Official (Sub-recipient)</i>	_____ <i>Print Name</i>
_____ <i>Title</i>	_____ <i>Date</i>

**REQUIRED DOCUMENTS**

- ✓ Signed Application
- ✓ Scope of Work (see sample of required format on Page 48)
- ✓ Project Timeline (see sample of required format on Pages 51 and blank on Page 52)
- ✓ Local Resolution (see Page 20)
- ✓ 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



# **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.

## Community-Based Transportation Planning (continued)

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). Cities, Counties, Native American Tribal Governments, and other entities must have their awarded projects included as an informational item in their respective MPO/RTPA's OWP.

### FUNDING

An estimated \$3 million will be available for the FY 2008-2009 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 Request
÷ 80%	Grantee Percentage
= \$125	Total including 20% match
- \$100	Grant Request
\$ 25	Mandatory Local Match

### PRE-AWARD AUDIT

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>

### 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, 2011**

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

**May 1, 2011**

- 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

### HEADQUARTERS CONTACT

**Direct your grant application questions to:**

Program Manager: Brian Travis (916) 653-9966 [brian.travis@dot.ca.gov](mailto:brian.travis@dot.ca.gov)

		MPO/RTPA
<b>DISTRICT 1</b> 1656 Union Street Eureka, CA 95501 (P.O. Box 3700) 95502	Rex Jackman (707) 445-6412 FAX (707) 441-5869	<ul style="list-style-type: none"> <li>• Del Norte LTC</li> <li>• Humboldt COG</li> <li>• Lake COG</li> <li>• Mendocino COG</li> </ul>
<b>DISTRICT 2</b> 1657 Riverside Drive Redding, CA 96001 (P.O. Box 496073) 96049-6073	Michelle Millette (530) 229-0517 FAX (530) 225-3578	<ul style="list-style-type: none"> <li>• Lassen LTC</li> <li>• Tehama LTC</li> <li>• Modoc LTC</li> <li>• Trinity LTC</li> <li>• Plumas LTC</li> <li>• Siskiyou LTC</li> <li>• Shasta LTC</li> </ul>
<b>DISTRICT 3</b> Sacramento Area Office 2389 Gateway Oaks Drive Suite 100 Sacramento, CA 95833 (P.O. Box 942874) 94274-0001	Joanna Dramer (916) 263-1795 FAX (916) 274-0648	<ul style="list-style-type: none"> <li>• Butte CAG</li> <li>• Sierra LTC</li> <li>• Colusa LTC</li> <li>• Glenn LTC</li> <li>• El Dorado LTC</li> <li>• Nevada LTC</li> <li>• Placer LTC</li> <li>• Sacramento Area COG</li> <li>• TRPA – Tahoe Basin</li> <li>• Tahoe Metropolitan Planning Organization</li> </ul>
<b>DISTRICT 4</b> 111 Grand Avenue Oakland, CA 94612 (P.O. Box 23660) 94623-06600	Beth Thomas (510) 286-7227 FAX (510) 286-5513	<ul style="list-style-type: none"> <li>• Metropolitan Transportation Commission</li> </ul>

		MPO/RTPA
<b>DISTRICT 5</b> 50 Higuera Street San Luis Obispo, CA 93401	Brian Graham (805) 549-3970 FAX (805) 549-3077	<ul style="list-style-type: none"> <li>• Monterey LTC</li> <li>• Santa Cruz LTC</li> <li>• San Benito COG</li> <li>• Association of Monterey County Bay Area Governments</li> <li>• Santa Barbara CAG</li> <li>• San Luis Obispo COG</li> </ul>
<b>DISTRICT 6</b> 1352 West Olive Drive Fresno, CA 93728 (P.O. Box 12616) 93778	Paul-Albert Marquez (559) 445-5867 FAX (559) 488-4088	<ul style="list-style-type: none"> <li>• Fresno COG</li> <li>• Tulare COG</li> <li>• Kern COG</li> <li>• Kings CAG</li> <li>• Madera LTC</li> </ul>
<b>DISTRICT 7</b> 120 South Spring Street Los Angeles, CA 90012-3606	Wilford Melton (213) 897-1344 FAX (213) 897-1337	<ul style="list-style-type: none"> <li>• Southern California Association of Governments</li> </ul>
<b>DISTRICT 8</b> 464 West Fourth Street Sixth Floor San Bernardino, CA 92401	John Chiu (909) 388-7139 FAX (909) 383-5936	<ul style="list-style-type: none"> <li>• Southern California Association of Governments</li> </ul>
<b>DISTRICT 9</b> 500 South Main Street Bishop, CA 93514	Forest Becket (760) 872-0735 FAX (760) 872-0678	<ul style="list-style-type: none"> <li>• Inyo LTC</li> <li>• Mono LTC</li> </ul>
<b>DISTRICT 10</b> 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 Rodriguez, 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	<ul style="list-style-type: none"> <li>• Alpine LTC</li> <li>• Amador LTC</li> <li>• Calaveras COG</li> <li>• Mariposa LTC</li> <li>• Merced CAG</li> <li>• Tuolumne COG</li> <li>• San Joaquin COG</li> <li>• Stanislaus COG</li> </ul>
<b>DISTRICT 11</b> 4050 Taylor Street San Diego, CA 92110 (P.O. Box 85406) 92186	Ali Shahmiri (619) 220-5390 FAX (619) 688-2598	<ul style="list-style-type: none"> <li>• San Diego Association of Governments</li> </ul>
<b>DISTRICT 12</b> 3347 Michelson Drive Suite 100 Irvine, CA 92612-0661	Ryan Chamberlain (949) 724-2731 FAX (949) 724-2256	<ul style="list-style-type: none"> <li>• Southern California Association of Governments</li> </ul>

## FY 2008-09 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.htm>

- ✓ 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, Project Timeline, Local Resolution, 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) of the entire Application and all documents, including the Required Documents listed above.

<b>PROJECT TITLE</b>	
<b>PROJECT LOCATION (city(ies) and county(ies))</b>	

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

FUNDING INFORMATION	
<b>Grant Funds Requested</b>	\$
<b>Local Match (See sample calculation on Page 20)</b>	\$
<b>Source of Local Match</b>	
<b>Other Funding</b>	\$
<b>Total Project Cost</b>	\$

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

\* 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 on the right side above the text box (100 points possible)*

**20 points**

**1. Project Description** (half page maximum)

- ⇒ Define project and project area
- ⇒ Identify community/communities and stakeholders
- ⇒ Specify what will be accomplished including what final products will be delivered
- ⇒ Describe how project will be managed

*Begin typing here:*

**20 points**

**2. Grant Objectives** - Describe how the proposal involves conceptual-level plans or study activities that encourage community-based stakeholder collaboration, partnership, and consensus building through active public engagement. Describe the coordinated transportation/land use or mobility objective that supports livable/sustainable community concepts and promotes community identify and quality of life. Also, describe how additional benefits will be induced upon the project's implementation.

*Begin typing here:*

**20 points**

**3. State Transportation Planning Grant Goals** – Demonstrate how the proposal addresses one or more of the following Caltrans Transportation Planning Grant Goals:

- **Smart or strategic land use and opportunities for affordable housing and jobs** (Example: This project provides smart or strategic land use and opportunities for affordable housing and jobs by...)

*Begin typing here:*

- **Congestion relief** – *Begin typing here:*
- **Efficient movement of people, goods, and services** – *Begin typing here:*
- **Safe and healthy communities** – *Begin typing here:*
- **Pedestrian, bicycle, and transit mobility and access** – *Begin typing here:*
- **Public and stakeholder participation** – *Begin typing here:*
- **Measures to reduce air pollution and greenhouse gas emissions** – *Begin typing here:*
- **Conservation of energy and other natural resources** – *Begin typing here:*
- **Protection of sensitive habitat and farmland** – *Begin typing here:*

**20 points**

**4. Public Participation** – Describe how the proposal will innovatively and collaboratively involve the public, community-based organizations, low-income and minority communities, Native American Tribal Governments, and under-represented groups in the planning and decision-making throughout the project.

*Begin typing here:*

**5. Project Outcomes** – Explain how the proposal will ensure a successful outcome and be carried forward to the next stage.

*Begin typing here:*

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

_____ <i>Signature of Authorized Official (Applicant)</i>	_____ <i>Print Name</i>
_____ <i>Title</i>	_____ <i>Date</i>
_____ <i>Signature of Authorized Official (Sub-recipient)</i>	_____ <i>Print Name</i>
_____ <i>Title</i>	_____ <i>Date</i>

**REQUIRED DOCUMENTS**

- ✓ Signed Application
- ✓ Scope of Work (see sample of required format on Page 48)
- ✓ Project Timeline (see sample of required format on Pages 51 and blank on Page 52)
- ✓ Local Resolution (see Page 20)
- ✓ 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



**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 (located in non-MPO regions) must be the applicant for the following four grant programs.



The four Transportation Planning Grant Programs included in this section are funded with federal funds. It is the intent of Caltrans to solicit applications from the broadest spectrum of applicants and to strengthen government/regional agency partnerships. The role of the MPO and RTPA is to facilitate a fair and open competitive application 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.

### **PERIOD OF AVAILABILITY OF FUNDS**

All grant recipients must have their approved projects identified in their FY 2008-2009 Overall Work Program. Projects should be completed within two years. A successful grant recipient must liquidate all obligations incurred under the grant award no later than 90 days after the end of the funding period to coincide with the submission of the MPO's/RTPA's Final Expenditure Report.

### **PRE-AWARD AUDIT**

*The following section applies to Partnership Planning and Statewide Transit Planning Studies only.*

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>

### **MATCHING OR COST SHARING**

The values of third party in-kind contributions may not count towards satisfying a cost sharing or match requirement of a grant award if they have been or will be counted towards satisfying the matching requirement of another federal grant agreement or any other award of federal funds.

The value of third party in-kind contributions may be accepted as the match for Partnership Planning or Transit Planning funds and may be on either the total scope of work of the proposed project or specific planning activities or tasks of the project. In-kind match amounts must be itemized by task and use a non-federal funding source. The use of third party in-kind contributions must be identified in the original scope of work of the grant application, the project specific work element of the approved overall work program, and future amendments. The Caltrans Office of Regional and Interagency Planning (ORIP) (located in Sacramento) must approve the use of third-party in-kind contributions in advance, prior to approval of the grant award.

The Caltrans District Planning Office and the Grantee are responsible for ensuring that the following additional criteria are met:

1. The third party performing the work agrees to allow the value of the work to be used as the match.
2. The work performed by the third party is an eligible transportation planning activity that benefits the federally funded work.
3. The third party work is performed during the period to which the matching requirement applies.
4. The third party in-kind contributions are verifiable from the records of Caltrans and the grant recipient and these records show how the value placed on third party in-kind contributions was derived.
5. If the total amount of third party expenditures at the end of the program period is not sufficient to match the total expenditure of federal funds by the grant recipient, the recipient will need to make up any shortfall with its own funds.

## Partnership Planning

### PURPOSE

The Partnership Planning Element requires Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs) to jointly perform transportation planning studies with Caltrans that have a statewide benefit or multi-regional significance or both. The Federal Highway Administration has authorized Caltrans to allocate these grant funds. The anticipated benefits of the proposal must result in improvements to the statewide or regional transportation system. These benefits may include: (1) strengthen the economy, promote equity, protect the environment, and promote public health and safety in the state; (2) improved public involvement and consensus efforts including government-to-government relations; (3) enhanced ability to plan or operate, collect data on, and provide information about State, regional or local transportation systems; and (4) improved ability to plan and implement transportation services, systems and projects that improves mobility across the State.

### GRANT SPECIFIC OBJECTIVES

- Project is a transportation planning study having statewide benefit or multi-regional significance or both jointly performed by MPOs, RTPAs, and Caltrans
- The project must result in improvements to the State or regional transportation system
- The project should demonstrate how it considers and/or affects jobs housing balance, land use, population growth and distribution, development, and the conservation of natural resources
- Results in improvements to public involvement and consensus efforts including government-to-government relations

### PROJECT TYPES

- Regional transportation planning studies with a statewide or multi-regional perspective and benefit; studies that identify regional, inter-county, and/or statewide mobility and access needs
- Land use and smart growth studies
- 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. It is the intent of Caltrans to solicit applications from the broadest spectrum of applicants and to strengthen government/regional agency partnerships. Projects are to be performed jointly with Caltrans staff. 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. Because Partnership Planning grants are federal funds, once awarded the grants must be identified as a work element in an MPO's or RTPA's Overall Work Program.

### FUNDING

Approximately \$1,000,000 will be available in FY 2008-2009. The maximum amount per grant cannot exceed \$300,000. The applicant needs to provide a 20 percent non-federal local match.

*Sample Match Calculation:*

\$100	Grant Request
÷ 80%	Grantee Percentage
= \$125	Total including 20% match
- \$100	Grant Request
\$ 25	Mandatory Local Match

## Statewide Transit Planning Studies

### **PURPOSE**

The Federal Transit Administration has authorized Caltrans to award grants to Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs) for the development of studies on transit issues of statewide or multi-regional significance to assist in reducing reliance on single occupant vehicles and/or improving transit service that leads to improved mobility. The anticipated benefits of the proposal must result in improvements to urban, suburban, and rural transit systems. These benefits should include one or more of the following: (1) strengthen the economy, promote equity in planning, promote jobs housing balance, smart growth, reduce congestion and (2) improve public involvement and consensus efforts including government-to-government relations.

### **GRANT SPECIFIC OBJECTIVES**

- Improves mobility and accessibility by expanding the transportation system and enhancing modal choices and connectivity
- Project is a transit study that has statewide or multi-regional significance to assist in reducing urban transportation needs and improving transit service
- Encourages the efficient development patterns by ensuring that any infrastructure associated with development uses land efficiently
- Promotes equity in growth and development by rehabilitating, maintaining, and improving existing infrastructure that supports infill development
- Reflects a critical need; for example, improved public involvement, improved government-to-government relations, and enhanced ability to plan and implement State, regional, or local transportation services and projects

### **PROJECT TYPES**

- Identification of policies and procedures to integrate transit into the planning process
- Statewide transit planning surveys and research
- GIS development
- Transit planning handbook and procedures development for transportation planning agencies
- Identification of policies, strategies, and programs to preserve transportation facilities and optimize transportation infrastructure utility
- Transit oriented development studies
- Development of transit planning and travel forecasting tools and models

### **WHO MAY APPLY**

**Only** MPOs and RTPAs may apply for this grant program. It is the intent of Caltrans to solicit applications from the broadest spectrum of applicants and to strengthen government/regional agency partnerships. Projects are to be performed jointly with Caltrans staff. 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. Because Statewide Transit Planning Studies grants are federal funds, once awarded the grants must be identified as a work element in an MPO's or RTPA's Overall Work Program.

### **FUNDING**

An estimated \$1.2 million will be available in FY 2008-2009. The maximum amount per grant cannot exceed \$300,000. The applicant needs to provide an 11.47 percent non-federal match and/or in-kind local contribution.

*Sample Match Calculation:*

\$100	Grant Request
÷ <u>88.53%</u>	Grantee Percentage
= \$113	Total including 11.47% match
- <u>\$100</u>	Grant Request
\$ 13	Mandatory Local Match

## Transit Technical Planning Assistance

### PURPOSE

The Federal Transit Administration has authorized Caltrans to award grants to Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs) for the preparation of public transit and/or intermodal transportation planning projects showing benefit to the rural transit service areas of California with a population 100,000 and less.

### GRANT SPECIFIC OBJECTIVES

- Project is a public or intermodal transportation planning study in rural and small urban transit service areas (defined as transit service areas up to 100,000 population per the last census)
- The project should identify the mobility and access needs of a community and provide an assessment of its transit system's continuity within regions
- The project should demonstrate how it considers and/or affects jobs housing balance, land use, population growth and distribution, development, and the conservation of natural resources
- Results in public involvement/consensus building in the transportation planning process

### 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
- Evaluations and analyses of public participation activities

### WHO MAY APPLY

**Only** MPOs and RTPAs may apply for this grant program. It is the intent of Caltrans to solicit applications from the broadest spectrum of applicants and to strengthen government/regional agency partnerships. Projects are to be performed jointly with Caltrans staff. 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. Because Transit Technical Planning Assistance grants are federal funds, once awarded the grants must be identified as a work element in an MPO's or RTPA's Overall Work Program.

### FUNDING

An estimated \$1,000,000 will be available in FY 2008-2009. The maximum amount per grant cannot exceed \$100,000. The applicant needs to provide an 11.47 percent non-federal match and/or in-kind local contribution.

*Sample Match Calculation:*

\$100	Grant Request
÷88.53%	Grantee Percentage
= \$113	Total including 11.47% match
- \$100	Grant Request
\$ 13	Mandatory Local Match

## Transit Professional Development

### PURPOSE

The Federal Transit Administration has authorized Caltrans to award grants to Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs) for training of transit planning professionals and student internships (university and community college). A public or private training entity with expertise in the public transportation industry shall provide employee training (not by in-house staff).

### GRANT SPECIFIC OBJECTIVES

- Results in increased efficiency, safety, increased use, and expansion of rural and urban public transit systems
- Funds training and development of transit planning professionals and/or provides for student internships in a public transportation agency. A public or private training entity with expertise in the public transportation industry shall provide employee training (not by in-house staff)
- Results in increased efficiency and furthers the resolution of problems confronting public transportation as it relates to the education of current and future transit planning employees

### PROJECT TYPES

- Transit safety and management classes
- Transportation planning workshops
- Internships for university students
- Transit information guidebooks and training manuals
- “Train the Trainer” classes

### WHO MAY APPLY

**Only** MPOs and RTPAs may apply for this grant program. It is the intent of Caltrans to solicit applications from the broadest spectrum of applicants and to strengthen government/regional agency partnerships. Projects are to be performed jointly with Caltrans staff. 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. Because Transit Professional Development grants are federal funds, once awarded the grants must be identified as a work element in an MPO’s or RTPA’s Overall Work Program.

### FUNDING

An estimated \$300,000 will be available in FY 2008-2009. The maximum amount per grant cannot exceed \$50,000. The applicant needs to provide an 11.47 percent non-federal match and/or in-kind local contribution.

*Sample Match Calculation:*

\$100	Grant Request
÷88.53%	Grantee Percentage
= \$113	Total including 11.47% match
- \$100	Grant Request
\$ 13	Mandatory Local Match

## Partnership Planning and Transit Planning Contact List

### Headquarters Contact

Chief, Grants Management Branch: Dara Wheeler (916) 653-2355 [dara.wheeler@dot.ca.gov](mailto:dara.wheeler@dot.ca.gov)

		MPO/RTPA
<p><b>DISTRICT 1</b> 1656 Union Street Eureka, CA 95501 (P.O. Box 3700) 95502</p>	<p>Jan Bulinski (707) 445-6399 FAX (707) 441-5869</p>	<ul style="list-style-type: none"> <li>• Del Norte LTC</li> <li>• Humboldt COG</li> <li>• Lake COG</li> <li>• Mendocino COG</li> </ul>
<p><b>DISTRICT 2</b> 1657 Riverside Drive Redding, CA 96001 (P.O. Box 496073) 96049-6073</p>	<p>Michelle Millette (530) 2290-0517 FAX (530) 225-3578</p>	<ul style="list-style-type: none"> <li>• Lassen LTC</li> <li>• Tehama LTC</li> <li>• Modoc LTC</li> <li>• Trinity LTC</li> <li>• Plumas LTC</li> <li>• Siskiyou LTC</li> <li>• Shasta LTC</li> </ul>
<p><b>DISTRICT 3</b> Sacramento Area Office 2389 Gateway Oaks Drive Suite 100 Sacramento, CA 95833 (P.O. Box 942874) 94274-0001</p>	<p><b>Sacramento Office</b> Bruce deTerra (916) 274-0614 <i>Counties: Sacramento, Yolo</i> Marlo Tinney (916) 274-0634 <i>Counties: El Dorado, Nevada, Placer, Sierra</i> FAX (916) 274-0648</p> <p><b>Marysville Office</b> Bill Davis (530) 741-4025 <i>Counties: Butte, Colusa, Glenn, Sutter, Yuba</i> FAX (530) 741-5346</p>	<ul style="list-style-type: none"> <li>• Butte CAG</li> <li>• Sierra LTC</li> <li>• Colusa LTC</li> <li>• Glenn LTC</li> <li>• El Dorado LTC</li> <li>• Nevada LTC</li> <li>• Placer LTC</li> <li>• Sacramento Area COG</li> <li>• Tahoe Metropolitan Planning Organization</li> </ul>
<p><b>DISTRICT 4</b> 111 Grand Avenue Oakland, CA 94612 (P.O. Box 23660) 94623-0660</p>	<p><b>Partnership Planning</b> Cameron Oakes (510) 622-5758 FAX (510) 286-5513</p> <p><b>Transit Planning</b> Blesilda Gebreyesus (510) 286-5575 FAX (510) 286-5559</p>	<ul style="list-style-type: none"> <li>• Metropolitan Transportation Commission</li> </ul>
<p><b>DISTRICT 5</b> 50 Higuera Street San Luis Obispo, CA 93401</p>	<p>Dave Murray (805) 549-3168 FAX (805) 549-3077</p>	<ul style="list-style-type: none"> <li>• Association of Monterey County Bay Area Governments</li> <li>• Santa Barbara CAG</li> <li>• San Luis Obispo COG</li> </ul>

		<b>MPO/RTPA</b>
<b>DISTRICT 6</b> 1352 West Olive Drive Fresno, CA 93728 (P.O. Box 12616) 93778	Paul Marquez, All Regions (559) 445-5867 Ken Okereke, Fresno Region (559) 445-6610 John Cinatl, Madera Region (559) 444-2500 Carol McDonald, Kern Region (559) 445-5876 Sandra Sherry, Kings Region (559) 445-6035 Lorena Mendibles, Tulare Region (559) 445-5421 FAX (559) 488-4088	<ul style="list-style-type: none"> <li>• Fresno COG</li> <li>• Tulare COG</li> <li>• Kern COG</li> <li>• Kings CAG</li> <li>• Madera LTC</li> </ul>
<b>DISTRICT 7</b> 120 South Spring Street Los Angeles, CA 90012-3606	David Sosa (213) 897-0409 FAX (213) 897-1337	<ul style="list-style-type: none"> <li>• Southern California Association of Governments</li> </ul>
<b>DISTRICT 8</b> 464 West. Fourth Street Sixth Floor San Bernardino, CA 92401	R.B. Balanza (909) 383-5926 Lorna Foster (909) 383-4473 FAX (909) 383-5936	<ul style="list-style-type: none"> <li>• Southern California Association of Governments</li> </ul>
<b>DISTRICT 9</b> 500 South Main Street Bishop, CA 93514	Ryan Dermody (760) 872-0659 FAX (760) 872-0654	<ul style="list-style-type: none"> <li>• Inyo LTC</li> <li>• Mono LTC</li> </ul>
<b>DISTRICT 10</b> 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 Rodriguez, Tuolumne Region (209) 948-7475 Kathleen McClaflyn, Amador, Calaveras, and Alpine Regions (209) 948-7647 Mary Ann Avalos, Mariposa Region (209) 941-1982 FAX (209) 948-7164	<ul style="list-style-type: none"> <li>• Alpine LTC</li> <li>• Amador LTC</li> <li>• Calaveras COG</li> <li>• Mariposa LTC</li> <li>• Merced CAG</li> <li>• Tuolumne COG</li> <li>• San Joaquin COG</li> <li>• Stanislaus COG</li> </ul>
<b>DISTRICT 11</b> 4050 Taylor Street San Diego, CA 92110 (P.O. Box 85406) 92186	Chris Schmidt (619) 220-7360 FAX (619) 688-4299 Mike Kent (619) 688-6822 FAX (619) 688-2598	<ul style="list-style-type: none"> <li>• San Diego Association of Governments</li> </ul>
<b>DISTRICT 12</b> 3347 Michelson Drive Suite 100 Irvine, CA 92612-0661	David Sosa (213) 897-0409 FAX (213) 897-1337	<ul style="list-style-type: none"> <li>• Southern California Association of Governments</li> </ul>

## FY 2008-09 PARTNERSHIP PLANNING APPLICATION

An electronic version of this application is available on the following web site:

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

- ✓ 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, 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) of the entire Application and all documents, including the Required Documents listed above.

<b>PROJECT TITLE</b>	
<b>PROJECT LOCATION (city(ies) and county(ies))</b>	

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

FUNDING INFORMATION	
<b>Grant Funds Requested</b>	\$
<b>Local Match (See sample calculation on Page 29)</b>	
Cash	\$
In-Kind	\$
<b>Source of Local Match</b>	
<b>Other Funding</b>	\$
<b>Total Cost</b>	\$

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

\* 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 on the right side above the text box (100 points possible)*

**20 points**

**1. Project Description** (half page maximum)

- ⇒ Define project and project area
- ⇒ Identify community/communities and stakeholders
- ⇒ Specify what will be accomplished including what final products will be delivered
- ⇒ Describe how project will be managed

*Begin typing here:*

**20 points**

**2. Grant Objectives** – Describe how the proposal addresses the following Partnership Planning grant objectives:

- ⇒ Project is a transportation planning study having statewide benefit or multi-regional significance or both jointly performed by MPOs, RTPA, and Caltrans
- ⇒ The project must result in improvements to the State or regional transportation system
- ⇒ The project should demonstrate how it considers and/or affects jobs housing balance, land use, population growth and distribution, development, and the conservation of natural resources
- ⇒ Results in improvements to public involvement and consensus efforts including government-to-government relations

*Begin typing here:*

**20 points**

**3. State Transportation Planning Grant Goals** – Demonstrate how the proposal addresses one or more of the following Caltrans Transportation Planning Grant Goals:

- **Congestion relief** – *Begin typing here:*
- **Efficient movement of people, goods, and services** – *Begin typing here:*
- **Safe and healthy communities** – *Begin typing here:*
- **Pedestrian, bicycle, and transit mobility and access** – *Begin typing here:*
- **Public and stakeholder participation** – *Begin typing here:*
- **Measures to reduce air pollution and greenhouse gas emissions** – *Begin typing here:*
- **Conservation of energy and other natural resources** – *Begin typing here:*
- **Protection of sensitive habitat and farmland** – *Begin typing here:*

**20 points**

**4. Public Participation** – Describe how the proposal will innovatively and collaboratively involve the public, community-based organizations, low-income and minority communities, Native American Tribal Governments, and under-represented groups in the planning and decision-making throughout the project.

*Begin typing here:*

**5. Project Outcomes** – Explain how the proposal will ensure a successful outcome and be carried forward to the next stage.

*Begin typing here:*

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

_____ <i>Signature of Authorized Official (Applicant)</i>	_____ <i>Print Name</i>
_____ <i>Title</i>	_____ <i>Date</i>
_____ <i>Signature of Authorized Official (Sub-recipient)</i>	_____ <i>Print Name</i>
_____ <i>Title</i>	_____ <i>Date</i>

**REQUIRED DOCUMENTS**

- ✓ Signed Application
- ✓ Scope of Work (see sample of required format on Page 48)
- ✓ Project Timeline (see sample of required format on Pages 51 and blank on Page 52)
- ✓ Local Resolution (see Page 20)
- ✓ 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



## FY 2008-09 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.htm>

- ✓ 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, 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) of the entire Application and all documents, including the Required Documents listed above.

<b>PROJECT TITLE</b>	
<b>PROJECT LOCATION (city(ies) and county(ies))</b>	

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

FUNDING INFORMATION	
<b>Grant Funds Requested</b>	\$
<b>Local Match (See sample calculation on Page 31)</b>	
<b>Cash</b>	\$
<b>In-Kind</b>	\$
<b>Source of Local Match</b>	
<b>Other Funding</b>	\$
<b>Total Cost</b>	\$

LEGISLATORS IN PROJECT AREA	
<b>State Senator(s) (name and district)</b>	<b>Assembly Member(s) (name and district)</b>

\* 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 on the right side above the text box (100 points possible)*

**20 points**

**1. Project Description** (half page maximum)

- ⇒ Define project and project area
- ⇒ Identify community/communities and stakeholders
- ⇒ Specify what will be accomplished including what final products will be delivered
- ⇒ Describe how project will be managed

*Begin typing here:*

**20 points**

**2. Grant Objectives** – Describe how the proposal addresses the Statewide Transit Planning Studies grant objectives listed below.

- ⇒ Improves mobility and accessibility by expanding the transportation system and enhancing modal choices and connectivity
- ⇒ Project is a transit study that has statewide or multi-regional significance to assist in reducing urban transportation needs and improving transit service
- ⇒ Encourages the efficient development patterns by ensuring that any infrastructure associated with development uses land efficiently
- ⇒ Promotes equity in growth and development by rehabilitating, maintaining, and improving existing infrastructure that supports infill development
- ⇒ Reflects a critical need; for example, improved public involvement, improved government-to-government relations, and enhanced ability to plan and implement State, regional, or local transportation services and projects

*Begin typing here:*

**20 points**

**3. State Transportation Planning Grant Goals** – Demonstrate how the proposal addresses one or more of the following Caltrans Transportation Planning Grant Goals:

- **Smart or strategic land use and opportunities for affordable housing and jobs** (Example: This project provides smart or strategic land use and opportunities for affordable housing and jobs by...)

*Begin typing here:*

- **Congestion relief** – *Begin typing here:*
- **Efficient movement of people, goods, and services** – *Begin typing here:*
- **Safe and healthy communities** – *Begin typing here:*
- **Pedestrian, bicycle, and transit mobility and access** – *Begin typing here:*
- **Public and stakeholder participation** – *Begin typing here:*
- **Measures to reduce air pollution and greenhouse gas emissions** – *Begin typing here:*
- **Conservation of energy and other natural resources** – *Begin typing here:*
- **Protection of sensitive habitat and farmland** – *Begin typing here:*

20 points

**4. Public Participation** – Describe how the project will innovatively and collaboratively involve the public, community-based organizations, low-income and minority communities, Native American Tribal Governments, and under-represented groups in the planning and decision-making throughout the project.

*Begin typing here:*

20 points

**5. Project Outcomes** – Explain how the proposal will ensure a successful outcome and be carried forward to the next stage.

*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*

**REQUIRED DOCUMENTS**

- ✓ Signed Application
- ✓ Scope of Work (see sample of required format on Page 48)
- ✓ Project Schedule and Funding Chart (see sample of required format on Page 53 and blank on Page 54)
- ✓ 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



# FY 2008-09 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.htm>

- ✓ 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, 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) of the entire Application and all documents, including the Required Documents listed above.

<b>PROJECT TITLE</b>	
<b>PROJECT LOCATION (city(ies) and county(ies))</b>	

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

FUNDING INFORMATION	
<b>Grant Funds Requested</b>	\$
<b>Local Match (See sample calculation on Page 32)</b>	
Cash	\$
In-Kind	\$
<b>Source of Local Match</b>	
<b>Other Funding</b>	\$
<b>Total Cost</b>	\$

LEGISLATORS IN PROJECT AREA	
<b>State Senator(s) (name and district)</b>	<b>Assembly Member(s) (name and district)</b>

\* 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 on the right side above the text box (100 points possible)*

**20 points**

**1. Project Description** (half page maximum)

- ⇒ Define project and project area
- ⇒ Identify community/communities and stakeholders
- ⇒ Specify what will be accomplished including what final products will be delivered
- ⇒ Describe how project will be managed

*Begin typing here:*

**20 points**

**2. Grant Objectives** – Describe how the proposal addresses the Transit Technical Planning Assistance grant objectives listed below.

- ⇒ Project is a public or intermodal transportation planning study in rural and small urban transit service areas (defined as transit areas up to 100,000 population per the last census)
- ⇒ The project should identify the mobility and access needs of a community and provide an assessment of its transit system's continuity within regions
- ⇒ The project should demonstrate how it considers and/or affects jobs housing balance, land use, population growth and distribution, development, and the conservation of natural resources
- ⇒ Results in public involvement/consensus building in the transportation planning process

*Begin typing here:*

**20 points**

**3. State Transportation Planning Grant Goals** – Demonstrate how the proposal addresses one or more of the following Caltrans Transportation Planning Grant Goals:

- **Congestion relief** – *Begin typing here:*
- **Efficient movement of people, goods, and services** – *Begin typing here:*
- **Safe and healthy communities** – *Begin typing here:*
- **Pedestrian, bicycle, and transit mobility and access** – *Begin typing here:*
- **Public and stakeholder participation** – *Begin typing here:*
- **Measures to reduce air pollution and greenhouse gas emissions** – *Begin typing here:*
- **Conservation of energy and other natural resources** – *Begin typing here:*
- **Protection of sensitive habitat and farmland** – *Begin typing here:*

**20 points**

**4. Public Participation** – Describe how the proposal will innovatively and collaboratively involve the public, community-based organizations, low-income and minority communities, Native American Tribal Governments, and under-represented groups in the planning and decision-making throughout the project.

*Begin typing here:*





## FY 2008-09 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.htm>

- ✓ 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, 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) of the entire Application and all documents, including the Required Documents listed above.

<b>PROJECT TITLE</b>	
<b>PROJECT LOCATION</b> (city(ies) and county(ies))	

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

FUNDING INFORMATION	
<b>Grant Funds Requested</b>	\$
<b>Local Match (See sample calculation on Page 33)</b>	
Cash	\$
In-Kind	\$
<b>Source of Local Match</b>	
<b>Other Funding</b>	\$
<b>Total Cost</b>	\$

LEGISLATORS IN PROJECT AREA	
<b>State Senator(s) (name and district)</b>	<b>Assembly Member(s) (name and district)</b>

\* 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 on the right side above the text box (100 points possible)*

**30 points**

**1. Project Description** (half page maximum)

- ⇒ Define project and project area
- ⇒ Identify community/communities and stakeholders
- ⇒ Specify what will be accomplished including what final products will be delivered
- ⇒ Describe how project will be managed

*Begin typing here:*

**30 points**

**2. Grant Objectives** – Describe how the proposal addresses the Transit Professional Development grant objectives listed below:

- ⇒ Results in increased efficiency, safety, increased use, and expansion of rural and urban public transit systems
- ⇒ Funds training and development of transit planning professionals and/or provides for student internships in a public transportation agency. A public or private training entity with expertise in the public transportation industry shall provide employee training (not by in-house staff)
- ⇒ Results in increased efficiency and furthers the resolution of problems confronting public transportation as it relates to the education of current and future transit planning employees

*Begin typing here:*

**15 points**

**3. State Transportation Planning Grant Goals** – Demonstrate how the proposal addresses one or more of the following Caltrans Transportation Planning Grant Goals:

- **Smart or strategic land use and opportunities for affordable housing and jobs** (Example: This project provides smart or strategic land use and opportunities for affordable housing and jobs by...)

*Begin typing here:*

- **Congestion relief** – *Begin typing here:*
- **Efficient movement of people, goods, and services** – *Begin typing here:*
- **Safe and healthy communities** – *Begin typing here:*
- **Pedestrian, bicycle, and transit mobility and access** – *Begin typing here:*
- **Public and stakeholder participation** – *Begin typing here:*
- **Measures to reduce air pollution and greenhouse gas emissions** – *Begin typing here:*
- **Conservation of energy and other natural resources** – *Begin typing here:*
- **Protection of sensitive habitat and farmland** – *Begin typing here:*

**4. Project Outcomes** – Explain how the proposal will ensure a successful outcome and be carried forward to the next stage.

*Begin typing here:*

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

_____ <i>Signature of Authorized Official (Applicant)</i>	_____ <i>Print Name</i>
_____ <i>Title</i>	_____ <i>Date</i>
_____ <i>Signature of Authorized Official (Sub-recipient)</i>	_____ <i>Print Name</i>
_____ <i>Title</i>	_____ <i>Date</i>

**REQUIRED DOCUMENTS**

- ✓ Signed Application
- ✓ Scope of Work (see sample of required format on Page 48)
- ✓ Project Schedule and Funding Chart (see sample of required format on Page 53 and blank on Page 54)
- ✓ 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





## 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.

	<b>Documentation</b>
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.

	<b>Documentation</b>
House meetings	Attendee numbers will be on the monthly nvoice
Leadership meetings	Attendee numbers will be on the monthly nvoice

#### 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

	<b>Documentation</b>
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

	<b>Documentation</b>
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.

	<b>Documentation</b>
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.

	<b>Documentation</b>
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.

	<b>Documentation</b>
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 2008-2009**

**PROJECT TIMELINE**

<b>This document is required for <i>Environmental Justice: Context-Sensitive Planning and Community-Based Transportation Planning Applications Only</i></b>																											
<b>Project Title</b>		<b>Planning Project</b>					<b>Grantee</b>		<b>City of Can Do</b>																		
									<b>FY 2009/10</b>																		
<b>Tasks</b>	<b>Responsible Party</b>	<b>Total Cost</b>	<b>Grant \$</b>	<b>Local \$</b>	<b>In-kind \$</b>	<b>Other \$</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>	<b>J</b>	<b>F</b>	<b>Deliverable</b>
Grant award	Caltrans	\$0																									
Execute contract	Caltrans/City	\$0																									
Kick off meeting	City/Consultant	\$0																									
<b>Public Outreach and Education</b>																											
Door-to-door outreach	City/Consultant	\$500	\$400	\$100																							Talk to 500 people per month
Distribute flyers	City/Consultant	\$500	\$400	\$100																							Distribute 3,000 flyers
Follow-up telephone calls	City/Consultant	\$1,000	\$800	\$200																							Contact 500 people by telephone
Direct mail	City/Consultant	\$2,100	\$1,700	\$400																							Direct mail 1,000 a month
Hold neighborhood meetings	City/Consultant	\$4,500	\$3,600	\$900																							5 meetings
Hold leadership training	City/Consultant	\$2,400	\$1,900	\$500																							3 leadership trainings
Hold 5 community workshops	City/Consultant	\$1,200	\$900	\$300																							5 workshops
Develop PSA campaign	City	\$1,500	\$1,000	\$500																							Develop schedule and parameters
Meet with TV stations	City	\$3,300	\$2,700	\$600																							Develop ads
Meet with newspapers	City	\$3,300	\$2,900	\$400																							Develop ads
<b>Research</b>																											
Develop survey	Consultant	\$3,600	\$2,600	\$1,000																							Traffic study results
Survey residents	Consultant	\$3,000	\$2,500	\$500																							Mail out 5,000 flyers
Survey organizations	Consultant	\$2,200	\$1,950	\$250																							Send out 500 flyers
Hold education meetings	City/Consultant	\$2,000	\$1,400	\$600																							Hold meetings with target groups
<b>Analysis</b>																											
Compile data	City/Consultant	\$3,500	\$2,600	\$900																							Provide reports on data
Coordination with City	City/Consultant	\$2,000	\$1,500	\$500																							Record of public comments
Work with planning groups	City/Consultant	\$2,600	\$2,000	\$600																							Record of public comments
Complete draft final study, plan, or concept	City/Consultant	\$2,200	\$1,700	\$500																							
Review final draft study, plan, or concept	Caltrans/City	\$3,000	\$2,200	\$800																							
<b>Administration/Coordination</b>																											
Project management	City	\$0																									Provide findings for implementation
Submit final study, plan, or concept product to Caltrans	Consultant	\$5,000	\$4,700	\$300																							Provide 6 hard copies and 6 electronic copies in one Word/Excel document to the Caltrans contract manager
			\$39,450	\$9,950																							



**California Department of Transportation  
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Fiscal Year 2008-2009**

**PROJECT TIMELINE**

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Project Title	Fund Source						Grantee																																			
	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			
Grant Award																																										Grant award
Contract Execution																																										Fully executed contract
Kickoff Meeting																																										Caltrans project manager meeting with Grantee
<b>Tasks (to be completed by Grantee)</b>																																										
Project Management																																										Project administration/product delivery
Final product to Caltrans																																										Provide 6 hard copies and 6 electronic copies in one Word/Excel document to the Caltrans contract manager

Cells highlighted in red are mandatory timeframes





**REVISED**  
**California Department of Transportation**  
**Transportation Planning Grants**  
**Fiscal Year 2008-2009**

**PROJECT SCHEDULE AND FUNDING CHART**

*Proposal must contain the following elements in any format.*

<b>This document is required for Partnership Planning and Transit Planning (FTA Section 5304) Applications only</b>																														
Project Title	Transit Planning Project					Grantee	All American MPO																							
	Fund Source					Fiscal Year 2008/09							Fiscal Year 2009/10																	
Task	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	Deliverable
Define businesses	Consultant	\$7,000	\$5,000	\$1,000	\$1,000																									Technical memorandum
Identify critical businesses	Consultant	\$18,000	\$13,000	\$5,000																										Maps showing goods movement-supportive land uses
Identify plans	Consultant	\$35,000	\$25,000	\$10,000																										Maps showing current land use plans
Stakeholder discussions	Consultant	\$35,000	\$25,000	\$5,000	\$5,000																									Stakeholder outreach
Evaluate sites	Consultant	\$80,000	\$55,000	\$25,000																										Evaluated goods movement site characteristics
Demand/Cost-benefit analyses	Consultant	\$110,000	\$77,000	\$33,000																										Demand/cost-benefit analyses
Final Product		\$70,000	\$50,000	\$15,000	\$5,000																									Final Product
					\$11,000																									

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



**REVISED**  
**California Department of Transportation**  
**Transportation Planning Grants**  
**Fiscal Year 2008-2009**

**PROJECT SCHEDULE AND FUNDING CHART**

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<b><i>This document is required for Partnership Planning and Transit Planning (FTA Section 5304) Applications only</i></b>																														
<b>Project Title</b>										<b>Grantee</b>																				
	<b>Fund Source</b>																													
<b>Task</b>	<b>Responsible Party</b>	<b>Total Cost</b>	<b>Grant \$</b>	<b>Local \$</b>	<b>In-kind \$</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>Deliverable</b>

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

