# Fiscal Year 2010-11
# TRANSPORTATION PLANNING GRANT APPLICATION

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## Check One Grant Program

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

| | |
|---|---|
| **PROJECT TITLE** | |
| **PROJECT LOCATION (city(ies) and county(ies))** | |

| | APPLICANT | SUB-RECIPIENT(S) |
|---|---|---|
| Organization | | |
| Executive Director and title Mr.☐Ms.☐Mrs.☐ | | |
| Contact Person and title Mr.☐Ms.☐Mrs.☐ | | |
| Mailing Address | | |
| City | | |
| Zip Code | | |
| E-mail Address | | |
| Telephone Number | | |

**FUNDING INFORMATION**
**Use Match Calculator to complete this section**
**http://www.dot.ca.gov/hq/tpp/offices/ocp/ej_cbtp_toolbox_files/Match_Calculator.xls**

| | | |
|---|---|---|
| Grant Funds Requested | $ 10,000 | 100.0% |
| Local Match - Cash | $ 0 | 0.0% |
| Local Match - In-Kind | $ 0 | 0.0% |
| Total Project Cost | $ 10,000 | 100.0% |
| Source of Local Match and Name of Provider(s) | | |

The application package should not be more than 20 pages including any attachments and/or documentation other than letters of support and legislative representative lists. Do not bind the application.

Use the latest version of **Adobe Acrobat Reader**® to complete this application. An electronic version of the application is available (in a PDF format) at
**http://www.dot.ca.gov/hq/tpp/grant_files/1011/FY10-11_Transportation_Grants_Application.pdf**

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| LEGISLATORS IN PROJECT AREA* | | | |
|---|---|---|---|
| State Senator(s) | | Assembly Member(s) | |
| Name(s) | District | Name(s) | District |
| | | | |
| | | | |
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*For assistance with determining the legislators for the project area visit:
**http://www.legislature.ca.gov/port-zipsearch.html** (search by zip code)
**http://192.234.213.69/lmapsearch/framepage.asp** (search by address)

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

**1. Select the goals that apply** *and address the selections when completing the application*

## STATE TRANSPORTATION PLANNING GOALS
**For all Grant Programs**

☐ Improve Mobility and Accessibility: Expand the system and enhance modal choices and connectivity to meet the State's future transportation demands.

☐ Preserve the Transportation System: Maintain, manage, and efficiently utilize California's existing transportation system.

☐ Support the Economy: Maintain, manage, and enhance the movement of goods and people to spur the economic development and growth, job creation, and trade.

☐ Enhance Public Safety and Security: Ensure the safety and security of people, goods, services, and information in all modes of transportation.

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

☐ Enhance the Environment: Plan and provide transportation services while protecting our environment, wildlife, historical and cultural assets.

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## REGIONAL BLUEPRINT AND SUSTAINABLE COMMUNITIES GOALS
**For Community-Based Transportation Planning and Environmental Justice**

☐ Complements or advances the Region's Blueprint Planning efforts.

☐ Advances a community's efforts to reduce greenhouse gases and will assist transportation agencies in creating enduring communities.

## FEDERAL TRANSPORTATION PLANNING GOALS
**For Partnership Planning and Transit Planning**

☐ Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.

☐ Increase the safety of the transportation system for motorized and non-motorized users.

☐ Increase the security of the transportation system for motorized and non-motorized users.

☐ Increase accessibility and mobility of people and freight.

☐ Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.

☐ Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.

☐ Promote efficient system management and operation.

☐ Emphasize the preservation of the existing transportation system.

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**2. Project Description (maximum of 1 page), (20 points)**

A. Briefly summarize project **(maximum of 60 words. 10 points)**

B. Briefly describe the project area (e.g. urban/rural/suburban setting, geographic characteristics, location, etc. (**10 points**)

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**3. Project Justification (maximum of 1 page), (20 points)**

A. List and describe the problems and/or deficiencies that the project is attempting to address. (**10 points**)

B. Describe how the project will address the identified problems and/or efficiencies. **(10 points)**

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

A. Identify the project stakeholders (i.e. low-income and minority communities, Native American Tribal governments, other underrepresented groups, community-based organizations, and businesses affected by the project. (**10 points**).

B. Describe the outreach methods that will be used to reach the public and the project stakeholders with an emphasis on engaging traditionally under-represented communities. (**10 points**).

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**If necessary, use this page to continue response for Question #4 (Public Participation).**

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**5. Project Implementation (maximum of 1 page) (20 points)**

A. List the project's anticipated accomplishments and final deliverables. **(10 points)**

B. Explain how the completed project and its deliverables will be applied (or carried forward) to the next stage/phase **(10 points)**

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**6. Project Management (20 points)**

**A. List the Scope of Work (see page 28 in the Transportation Planning Grant Guide for a sample Scope of Work). The Scope of Work must be in a Microsoft Word format and include: (10 points)**

- What work is to be done: Provide an outline or general picture of services. List project tasks and identify any specific project deliverables. Also, list milestones for major tasks that mark the completion of a work package or phase.
- Who is responsible for what tasks: Discuss the roles and responsibilities of agency staff and consultant contractors.
- When the work is to be done: Provide schedule information for the services that will be required.

**B. Project Schedule (see page 31 in the Transportation Planning Grant Guide for a sample Project Schedule). The Project Schedule must be in a Microsoft Excel format and include: (10 points)**

- Timing, responsibilities, cost, cost distribution, and deliverables of all tasks in the Scope of Work. For CBTP and EJ applications, all project schedules should reflect a start date of February 2011.

**Attach Scope of Work and Project Schedule to the application.**

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

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

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

## INCLUDE THE FOLLOWING DOCUMENTS

- ☐ Signed Application (PDF format)
- ☐ Scope of Work (Microsoft Word format – see sample on Page 28 in the Transportation Planning Grant Guide)
- ☐ Project Schedule (Microsoft Excel format – see sample on Page 31 in the Transportation Planning Grant Guide)
- ☐ Local Resolution (CBTP and EJ only – see Page 12 in the Transportation Planning Grant Guide)
- ☐ Map of Project Area
- ☐ Digital Photographs of Project Area (when applicable)
- ☐ Four hard copies and two CDs with electronic copies of the Application (PDF Format), Scope of Work (Microsoft Word), Project Schedule (Microsoft Excel), and all other supporting documentation.

**Scanned applications will not be accepted.**

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