

**Fiscal Year 2010-11
TRANSPORTATION PLANNING GRANT
APPLICATION**

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. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>		
Contact Person and title Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>		
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	\$	
Local Match - Cash	\$	
Local Match - In-Kind	\$	
Total Project Cost	\$	
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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**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.