

**Fiscal Year 2012-13  
TRANSPORTATION PLANNING GRANT  
APPLICATION**

**Check One Grant Program**

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

<b>PROJECT TITLE</b>	
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<b>PROJECT LOCATION (city(ies) and county(ies))</b>	
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	APPLICANT		SUB-APPLICANT(S)
Organization		Organization	
Executive Director and title Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>		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"/>		Contact Person and title Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>	
Mailing Address		Mailing Address	
City		City	
Zip Code		Zip Code	
E-mail Address*		E-mail Address*	
Telephone Number		Telephone Number	

**FUNDING INFORMATION**

**Use the Match Calculator to complete this section.**

[Match Calculator](#)

Grant Funds Requested	\$	
Local Match - Cash	\$	
Local Match - In-Kind	\$	
Total Project Cost	\$	
Source of funds		

\* The e-mail address you provide will be used for notification of application status, so it must be accurate. Any change to the e-mail address must be reported to the appropriate grant program contact noted at <http://www.dot.ca.gov/hq/tpp/grants.html>.

Download the latest version of **Adobe Reader X (10.1.1)®** to complete the application.  
This version of Adobe is available free of charge.

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**LEGISLATIVE INFORMATION**

**Information in this section must directly be tied to the applicant's zip code.**

**You do not list all legislative members in the project area**

State Senator(s)		Assembly Member(s)	
Name(s)	District	Name(s)	District

\* Use the following link to determine the legislators.

<http://www.legislature.ca.gov/port-zipsearch.html> (search by zip code)

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 to your grant 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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**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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| <p><b>2. Project Description (Do not exceed the space provided.) (20 points)</b></p> <ul style="list-style-type: none"><li>A. Briefly summarize project. <b>(10 points)</b></li><li>B. Briefly describe the project area. <b>(10 points)</b></li></ul> |
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**3. Project Justification (Do not exceed the space provided.) (20 points)**

- A. Describe the problems or deficiencies the project is attempting to address. **(10 points)**
- B. Describe how the project will address the identified problems or deficiencies. **(10 points)**

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**4. Public Participation (Do not exceed the space provided.) (20 points)**

- A. Identify the project stakeholders (e.g. 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 underrepresented communities. **(10 points)**

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

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| <p><b>5. Project Implementation (Do not exceed the space provided.) (20 points)</b></p> <ul style="list-style-type: none"><li>A. List the project's anticipated accomplishments and final deliverables. <b>(10 points)</b></li><li>B. Explain how the completed project and its deliverables will be applied, or carried forward, to the next stage/phase. <b>(10 points)</b></li></ul> |
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**6. Project Management (20 points)**

Refer to the Transportation Planning Grant Application Guide for a sample scope of work and project timeline.

- A. Scope of Work (10 points)
- B. Project Timeline (10 points)

**The Scope of Work and Project Schedule must be submitted via e-mail  
along with the application as separate attachments.**

**Section A:** The Scope of Work must be in Microsoft Word format and include:

- Identify work to be done: provide an outline of services needed. List project tasks and include specific project deliverable(s).
- Identify who is responsible for what tasks: Discuss the roles and responsibilities of agency staff and consultant contractors.
- Provide schedule information for the services that will be required.

**Section B:** The Project Timeline must be in a Microsoft Excel format and include:

- Task duration, responsibilities, cost, cost distribution, and deliverables of all tasks. For EJ and CBTP applications, all project timelines need to reflect a start date of February 2013 and an end date of February 2015; this also applies to Partnership Planning and Transit Planning applications in the San Francisco Bay Area (Caltrans District 4).

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**Application Signature Page**

**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 application 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*

**THE FOLLOWING DOCUMENTS ARE REQUIRED:**

**Submit via e-mail as separate attachments. Refer to the Transportation Planning Grant Guide for additional information and/or samples.**

- Application\* (Complete the PDF version of this form provided at <http://www.dot.ca.gov/hq/tpp/grants.html>.) **Only one application submittal per e-mail is permitted.**
- Application Signature Page (Print, sign, and scan this page in PDF format)
- Scope of Work (Microsoft Word format)
- Project Timeline (Microsoft Excel format)
- Third Party In-Kind Valuation Plan, if applicable (EJ and CBTP grant programs require this document at the time of application submittal)
- Map of Project Area
- Local Resolution (Applicable to CBTP and EJ only – PDF format)

**THE FOLLOWING DOCUMENTS ARE OPTIONAL:**

- Digital Photographs of Project Area (when applicable)
- Letter(s) of Support

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

**\*Scanned or hard copies of the application will not be accepted.**