

**Fiscal Year 2011-12  
TRANSPORTATION PLANNING GRANT  
APPLICATION**

**Check One Grant Program**

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

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

|  | APPLICANT |  | SUB-RECIPIENT(S) |
|--|-----------|--|------------------|
| Organization   |           | Organization   |                  |
| Executive Director<br>and title<br>Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> |           | Executive Director<br>and title<br>Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> |                  |
| Contact Person<br>and title<br>Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>     |           | Contact Person<br>and title<br>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 Match Calculator to complete this section  
[Click here to use the Match Calculator.](#)

|  |    |  |
|--|----|--|
| Grant Funds Requested                            | \$ |  |
| Local Match - Cash                               | \$ |  |
| Local Match - In-Kind                            | \$ |  |
| Total Project Cost                               | \$ |  |
| Source of Local Match and<br>Name of Provider(s) |    |  |

\* 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 located on the website noted below.

Use the latest version of [Adobe Acrobat Reader®](#) to complete this application. The electronic version of this form must be submitted in the PDF format available at <http://www.dot.ca.gov/hq/tpp/grants.html>.



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**REGIONAL BLUEPRINT AND SUSTAINABLE COMMUNITIES GOALS**  
**For all Grant Programs**

- Complements or advances the Region's Blueprint Planning efforts. [Click here for information.](#)
- 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 (Do not exceed the space provided.) (20 points)**

A. Briefly summarize project. **(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 (Do not exceed the space provided.) (20 points)**

- A. List and describe the problems and/or deficiencies the project is attempting to address. **(10 points)**
- B. Describe how the project will address the identified problems and/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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**5. Project Implementation (Do not exceed the space provided.) (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. **Scope of Work (10 points)** (Refer to the Transportation Planning Grant Guide for a sample Scope of Work.)

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

- 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 (10 points)** (Refer to the Transportation Planning Grant Guide for a sample Project Schedule.)

**The Project Schedule must be in a Microsoft Excel format and include:**

- Timing, responsibilities, cost, cost distribution, and deliverables of all tasks in the Scope of Work. For CBTP and EJ applications, all project schedules need to reflect a start date of February 2012.

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

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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 Schedule (Microsoft Excel format)
- 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 applications will not be accepted.**