

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

PROJECT TITLE			
PROJECT LOCATION (city(ies) and county(ies))			
	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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2. Project Description (Do not exceed the space provided.) (20 points)

A. Briefly summarize project. **(10 points)**

B. Briefly describe the project area. **(10 points)**

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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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- 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)

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.**