

**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

PROJECT TITLE	
PROJECT LOCATION (city(ies) and county(ies))	

	APPLICANT		SUB-RECIPIENT(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 **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 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.**