Fiscal Year 2014-2015

Grant Application Guide

Partnership Planning for Sustainable Transportation

Transit Planning for Sustainable Communities

Transit Planning for Rural Communities

Application Deadline
February 3, 2014 at 10:00 AM

California Department of Transportation
Division of Transportation Planning

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DIVISION OF TRANSPORTATION PLANNING
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Flex your power!
Be energy efficient!

November 21, 2013

Dear Partner Agencies and Native American Tribes:

The California Department of Transportation (Caltrans) is pleased to announce the Fiscal Year (FY) 2014–15 Transportation Planning Grant Programs. This year we are updating our grant programs to support the multi-modal transportation system of the future, one that improves mobility and accessibility for all people. This integrated, connected, and resilient multi-modal system will support Assembly Bill 32 and Senate Bill 375 implementation and California's planning goals: Economy, Equity, and Environment.

To support those goals, we will be awarding $5.3 million grant dollars in the following areas:

- Partnership Planning for Sustainable Transportation
- Transit Planning for Sustainable Communities
- Transit Planning for Rural Communities

The Partnership and Transit Planning grants have a new focus on sustainability and you are encouraged to work with your Caltrans District contact as you develop your grant applications for these programs.

There is another important change to announce: There will not be any new awards for the Environmental Justice (EJ) or Community-Based Transportation Planning (CBTP) programs during FY 2014–15 only. This will be a one year hiatus to review and refocus the grant objectives as well as improve delivery of these two important grant programs. The updated EJ and CBTP grant programs will return in November 2014 for FY 2015–16. In the meantime, all existing EJ and CBTP grant activities will continue as planned and necessary.

We appreciate the importance of these grant programs to communities and tribes, and ask for your understanding that this short hiatus will allow the EJ and CBTP grant programs to become stronger in the long term. Caltrans EJ and CBTP grant programs have benefitted communities throughout the state and have proved to be catalysts of change around the state for over ten years. This is the first major review of these programs since inception and we want to further build upon the successes of the grant programs, confirm lessons learned and retool for more effective EJ and CBTP programs into the future. This review will also focus on meeting the latest state transportation planning goals.

The one year hiatus also allows a re-tooling of the grant programs' processes for a more efficient and effective delivery. We are investigating a streamlined application submittal and award process in preparation for future awards.

Anticipated Use of FY 2014-15 EJ/CBTP Funding

Here is how the EJ/CBTP funding will be used on a *one-time* basis in FY 2014-15:

$1,000,000	Partnership Planning for Sustainable Communities
$300,000	Consultant study for EJ/CBTP programs
$4,200,000	Emerging priorities and pilot studies
$5,500,000	Total

The EJ and CBTP grant funding will be used for planning work which benefits community outreach and public participation, and improves sustainable planning partnerships across the state. Part of the funding will be moved to the Partnership Planning for Sustainable Transportation program in FY 2014–15 with the goal of considering grants that advance our knowledge and understanding of the current planning environment at regional and community levels. Regional agencies, tribes, cities, counties and/or community organizations are encouraged to work together.

Part of the funding will be used to take a look back at the history and benefits of the EJ and CBTP grant programs and determine how best to support planning work at the community level to improve the safety, mobility, and sustainability of the State's transportation system through future grants. This study will include the opportunity for partners and grantees to comment on the grant process and priorities.

Finally, part of the funding will be used for emerging priorities and pilots, including improving data collection for the California Household Travel Survey, and a climate change survey to provide data and guidance on state transportation system assets and performance in local communities. This will inform prioritization of multi-modal transportation investments.

We look forward to working with you over the next year to refocus and strengthen the EJ and CBTP programs. If you have comments, concerns, or questions please contact Alyssa Begley, Chief, Caltrans Office of Community Planning, at alyssa.begley@dot.ca.gov or (916) 651-6882.

Katie Benouar

KATIE BENOUAR
Chief

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Transportation Planning Grant Programs

Transportation planning grants promote a balanced, comprehensive multi-modal transportation system. These grants may be used for a wide range of transportation planning purposes, which address local and regional transportation needs and issues. The implementation of these grants should ultimately lead to the adoption, initiation, and programming of transportation improvements.

The California Department of Transportation (Caltrans), Division of Transportation Planning, provides the following transportation planning grant programs:

- Partnership Planning for Sustainable Transportation
- Transit Planning
    - Transit Planning for Sustainable Communities
    - Transit Planning for Rural Communities

State Transportation Planning Goals[1]

1. Improve Multimodal Mobility and Accessibility for All People: Expand the system and enhance modal choices and connectivity to meet the state's future transportation demands.
2. Preserve the Multimodal Transportation System: Maintain, manage, and efficiently utilize California's existing transportation system.
3. Support a Vibrant Economy: Maintain, manage, and enhance the movement of goods and people to spur the economic development and growth, job creation, and trade.
4. Improve Public Safety and Security: Ensure the safety and security of people, goods, services, and information in all modes of transportation.
5. Foster Livable and Healthy Communities and Promote Social Equity: Find transportation solutions that balance and integrate community values with transportation safety and performance, and encourage public involvement in transportation decisions.
6. Practice Environmental Stewardship: Plan and provide transportation services while protecting our environment, wildlife, historical, and cultural assets.

Federal Transportation Planning Goals[2]

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and freight.
5. 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.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.

[1] Source: California Transportation Plan

[2] Source: Title 23, United States Code, Section 134

California Transportation Plan 2040 Vision

California's transportation system is safe, sustainable, and globally competitive. It provides reliable and efficient mobility and accessibility for people, goods, and services while meeting our greenhouse gas emission reduction goals and preserving community character. This integrated connected, and resilient multimodal system supports a prosperous economy, human and environmental health, and social equity.

Integrating Goals and Objectives

All grant applications must align with the California Transportation Plan (CTP) 2040 vision. The State and Federal goals provide the framework or basis for the Transit Panning and Partnership Planning for Sustainable Transportation grant programs. The vision and goals are general statements that Caltrans values and wants to ultimately achieve. A competitive grant application addresses and articulates how the project relates to the CTP vision and multiple State and Federal goals.

When preparing an application, review the grant specific objectives which are the intermediary step between the goal and implementation. The grant specific program objectives indicate the specific purpose of each grant program. The proposed projects are the means of implementing the objectives and the goals.

Sustainable Communities Strategy and Regional Blueprints

Caltrans continues to support the ongoing Regional Blueprints and Senate Bill 375 (SB 375, 2008) Sustainable Communities Strategy (SCS) efforts. Applications should compliment Regional Blueprints or SCS efforts, if they exist in the geographical region. Regional Blueprints and SCS are tools that are intended to help communities reduce greenhouse gas emissions and assist transportation agencies in creating sustainable communities for residents throughout the state. Information on these efforts can be found at:

Regional Blueprint: **http://calblueprint.dot.ca.gov**
SCS: **http://www.arb.ca.gov/cc/sb375/sb375.htm**

Complete Streets and Smart Mobility Framework

Caltrans also supports complete streets and the Smart Mobility Framework (SMF). A competitive grant application should consider the tools and techniques contained in the SMF as well as typical components of complete streets. Specifically, this might include how the project addresses components of community design, regional accessibility, place types, and priority activities to achieve smart mobility outcomes, community transition, and associated multimodal performance measures for the appropriate context of the problem. Information on these efforts can be found at:

Complete Streets: **http://www.dot.ca.gov/hq/tpp/offices/ocp/complete_streets.html**
SMF**:** **http://www.dot.ca.gov/hq/tpp/offices/ocp/smf.html**

Transportation Planning Grant Summary Chart

GRANT	FUND SOURCE	PURPOSE	WHO MAY APPLY	LOCAL MATCH
Partnership Planning for Sustainable Transportation	Federal Highway Administration— State Planning and Research, Part 1 State Highway Account **Budget** Federal and State funds $2,500,000 **Grant Cap** $300,000	Fund transportation planning studies of multi-regional and statewide significance, in partnership with local agencies that align with Sustainable Communities Strategy implementation.	**The following are eligible to apply as a direct applicant:** • Metropolitan Planning Organizations and Regional Transportation Planning Agencies • Caltrans District 4 Only: Transit Agencies; Cities and Counties; Native American Tribal Governments **The following are eligible to apply as a sub-applicant:** • Transit Agencies • Universities and Community Colleges • Native American Tribal Governments • Cities and Counties • Community-Based Organizations • Non-Profit Organizations (501.C.3) • Other Public Entities**	20% minimum (in non-federal funds or an in-kind* contribution). The entire minimum 20% local match may be in the form of an in-kind contribution. Additional local funds above the minimum local match are desired.
Transit Planning for Sustainable Communities	Federal Transit Administration Section 5304 **Budget** Federal funds $1,800,000 **Grant Cap** $300,000	Fund studies on transit issues having statewide or multi-regional significance to assist in reducing congestion.		11.47% minimum (in non-federal funds or an in-kind* contribution). The entire minimum 11.47% local match may be in the form of an in-kind contribution.
Transit Planning for Rural Communities	Federal Transit Administration Section 5304 **Budget** Federal funds $1,000,000 **Grant Cap** $100,000	Fund public transportation planning studies in rural or small urban areas of California (transit service area with population of 100,000 or less). Transit Planning Student Internships are also eligible within this program ($50,000 cap).		

* For in-kind contribution requirements, refer to the **Grant Program Overview** section in this Guide.

** Public entities include state agencies, the Regents of the University of California, district, public authority, public agency, and any other political subdivision or public corporation in the State (Government Code Section 811.2). **Redevelopment agencies are not eligible applicants or sub-applicants.**

General Information and Requirements

This section provides a brief overview of the financial, subcontracting, and legal requirements pertaining to all grant programs. The content of this section should be notably considered in the development of grant applications, as it lays the foundation for what to expect when applying for these grant funds. Upon award, grantees will receive more specific guidelines, including administrative and reporting requirements.

Accounting Requirements

Grantees are required to maintain an accounting and record system that properly accumulates and segregates incurred project costs and matching funds by line item. The accounting system of the grantee, including its sub-applicants and subcontractors, must conform to Generally Accepted Accounting Principles that enable the determination of incurred costs at interim points of completion and provides support for reimbursement payment vouchers or invoices sent to or paid by Caltrans. Allowable project costs must comply with 49 Code of Federal Regulations (CFR), Part 18 and 2 CFR, Part 225. It is the grantee's responsibility, in conjunction with Caltrans' District staff, to monitor work and expenses to ensure the project is completed according to the contracted scope of work and project timeline. Grantees must monitor work and costs to ensure invoices are submitted on a regular and timely basis (monthly or quarterly as milestones are completed). Grantees must communicate with their local Caltrans District Office to ensure any issues are addressed early during the project period.

Indirect and Direct Costs

Indirect costs require an Indirect Cost Allocation Plan (ICAP). For example, reproduction costs, computer rental and office supplies are considered indirect costs. However, if these costs are tied to a specific task or activity, they are considered direct costs.

If a grantee, including sub-recipients and third party contractors/consultants, are seeking reimbursement of indirect costs, they must submit an ICAP or an Indirect Cost Rate Proposal (ICRP) to the Caltrans' Division of Audits and Investigations annually for review and approval prior to reimbursement. An ICAP or ICRP must be prepared and submitted in accordance with 2 CFR, Part 225 and 23 CFR, Part 420 (d) Eligibility of Costs. For more information visit the following website:

Indirect Cost Allocation Plan: **http://www.dot.ca.gov/hq/audits/icap_icrp.html**

Due to the competitive nature of the grant award process, applications must include any indirect costs in the Project Timeline. Indirect costs can only be reimbursed if they are identified in the Project Timeline submitted with the initial application.

Eligible Activities and Expenses

Direct costs must be used ***only for planning-related activities.*** Consult with Caltrans' District staff for more information. Some eligible costs include:

- Data gathering and analysis
- Planning consultants
- Conceptual drawings
- Community surveys, meetings, charrettes, focus groups
- Bilingual services for interpreting and/or translation services for meetings

Travel Expenses
Grantees may be eligible to claim travel expenses if they have been approved in the Scope of Work and Project Timeline. Travel expenses and per diem rates are not to exceed the rate specified by the State of California Department of Personnel Administration for similar employees (i.e. non-represented employees). For more information on eligible travel expenses, visit the following website:

Caltrans Travel Guide: **http://www.dot.ca.gov/hq/asc/travel/**

Ineligible Activities and Expenses

Some activities, tasks, project components, etc. are not eligible under these grant programs, regardless of funding source. If an application has any of the following elements, it will be disqualified. Ineligible activities and expenses include:

- Environmental studies, plans, or documents normally required for project development under the National Environmental Policy Act or the California Environmental Quality Act
- Engineering plans and design specification work
- Project Initiation Documents
- Regional Transportation Plans (RTP) or updates to the RTP
- General Plans or updates to elements
- Construction projects, such as the building of a facility, or maintenance
- Purchasing of office furniture, or other capital expenditures
- Decorations
- Acquisition of vehicles or shuttle programs
- Organizational membership fees
- Incentives
- Charges passed on to sub-recipient for oversight of awarded grant funds
- Other items unrelated to the project

Third Party Contracts

The agreements between a grantee and a sub-recipient, consultant, or sub-consultant are referred to as "third party contracts." An eligible sub-applicant will be identified by an eligible applicant on the onset of the application. If a grantee or a sub-recipient is going to hire a consultant to perform work during the project, then proper procurement procedures must be used.

Grantees may use their agency's procurement procedures as long as they comply with 49 CFR, Part 18.36 and Local Assistance Procedures Manual, Chapter 10. In addition, work can only be contracted if it has been stated in the applicant's Scope of Work and Project Timeline. A grantee is fully responsible for all work performed by its sub-recipient, consultant, or sub-consultant. Caltrans only enters into contract directly with the grantee; therefore, the grantee is responsible to ensure that all third parties adhere to the same provisions included in the contractual agreement between Caltrans and the grantee.

All government funded consultant procurement transactions must be conducted using a fair and competitive procurement process that is consistent with 49 CFR, Part 18.36.

All documentation of third party contract procurements must be retained and copies of all agreements must be submitted to Caltrans. For more information on third party contracting, visit the following links:

Code of Federal Regulations: **49 CFR, Part 18.36**
Local Assistance Procedures Manual: **http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm**

Title VI Non-Discrimination Requirement

Title VI of the U.S. Civil Rights Act prohibits discrimination on the basis of race, color, or national origin in programs or activities receiving federal financial assistance. Specifically Title VI provides the following:

> *No person in the United States shall, on the ground of race, color, national origin, religion, sex, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving financial assistance from the Federal government.*

Caltrans is responsible for complying with Civil Rights requirements and for monitoring funding compliance of any sub-applicants. This is also applicable to sub-applicants of state funding. The Federal Highway Administration and the Federal Transit Administration each have requirements that recipients must demonstrate continued compliance with Title VI. Compliance with Title VI includes conducting meetings in a fair and reasonable manner that are open to all members of a community. Compliance also reflects not only law but is a good policy that builds the kind of trust and information sharing upon which successful planning is done. Even where a city or county may not be receiving federal funding for transportation, the Civil Rights Restoration Act of 1987 also obligates that a city or county comply with Title VI, if it receives any other federal funding for any program.

Pre-Award Audit

The Partnership Planning for Sustainable Transportation and Transit Planning for Sustainable Communities grants are available in amounts up to $300,000. However, any awarded grant in excess of $250,000 may require a pre-award audit. The pre-award audit is to ensure that recipients of state and federal funds maintain adequate financial management systems prior to receiving the funds. Pre-award audits may be required of new grantees, agencies that have not recently been audited, agencies that have undergone prior audits with significant weaknesses or deficiencies in their financial management systems, or those determined to be a higher risk to the Department.

If a pre-award audit is needed, your local district contract manager will contact you to facilitate the appropriate action. This has the potential to delay the start of the project and applicants are encouraged to determine if the delay will hinder their ability to complete the project by the terms specified in the contract.

Past Performance

Previous grant performance will be considered during the evaluation process. Applicants with a history of inadequate performance such as poor project management, failure to achieve project milestones, untimely invoice submittals, or an overall poor quality of the final product may be at a competitive disadvantage in the application review process. Grant funds may not be awarded to prior grant recipients with unresolved past performance issues. If you are a current or previous grant recipient, it is important that you contact your Caltrans District Office before submitting your application to ensure that you do not currently have any unresolved past performance issues.

Award Terms

Caltrans is committed to being an active partner. If awarded a grant, the applicant should include district staff when planning both technical advisory and community meetings. In addition, district staff will help to ensure that the approved scope of work, project timeline, and project funding will be maintained throughout the life of the contract.

If an agency does not demonstrate adequate performance and timely use of funds, Caltrans may take appropriate actions, which can include termination of the grant. Inadequate performance by grantees, sub-recipients, or consultants may hinder the grantee's ability to leverage future grant awards.

Ownership

Any technologies or inventions that may result from the use of these grants are in the public domain and may not be copyrighted, sold, or used exclusively by any business, organization, or agency. Caltrans reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use for public purposes.

Grant Program Overview

These transportation planning grant programs are federally funded. The role of the Metropolitan Planning Organization (MPO) and Regional Transportation Planning Agency (RTPA) is to facilitate a fair and open competitive application and outreach process. For an MPO or RTPA to influence the applicant pool either formally or informally by pre-screening applications is contrary to both state and federal administration of these grant programs.

Who May Apply

Only MPOs and RTPAs that have a current Master Fund Transfer Agreement with the Caltrans Headquarters Office of Regional and Interagency Planning (ORIP) may apply for the Partnership Planning for Sustainable Transportation and Transit Planning grant programs. Universities and community colleges, Native American Tribal Governments, cities and counties, community-based organizations, non-profit organizations (501.C.3) and public entities may apply as a sub-applicant. Sub-applicants are encouraged to work far in advance of the application deadline with the appropriate MPO or RTPA to coordinate application development. It is also beneficial for sub-applicants to be informed of the appropriate MPO or RTPA process and schedule, as they may differ slightly from Caltrans. RTPAs residing within MPO boundaries should also coordinate application development with the MPO, as it is critical to ensure that proposed studies benefit the entire MPO region.

San Francisco Bay Area Applicants
The Metropolitan Transportation Commission, in Caltrans District 4, will not apply on behalf of sub-applicants for Partnership Planning for Sustainable Transportation or Transit Planning grants. Transit agencies, cities, counties and Native American Tribal Governments may apply directly to Caltrans.

Caltrans will contract directly with District 4 grant award recipients. All awarded grant funds must be encumbered during the first fiscal year after the state budget is approved. Work may begin during the first fiscal year only after the grantee receives a fully executed contract and has been notified by Caltrans to begin work. This typically occurs the February after the grant is awarded. It is important for applicants to reflect this estimated project start date in the scope of work and project timeline. The second and third fiscal years are for project-related activities.

Keep these important dates in mind when developing your scope of work and project timeline.

February, 2015
- Anticipated start date.

February 28, 2017
- Contract expires **(no time extensions will be granted)**.
- Reimbursable work must be completed.

April 28, 2017
- All final invoices must be submitted to Caltrans for approval and reimbursement. This allows Caltrans sufficient time to comply with the State Controller's Office payment requirements.

Overall Work Program

All MPOs and RTPAs must have their entire grant award and local match programmed in the fiscal year 2014-15 Overall Work Program no later than May 1, 2015. Approved projects must be identified as **individual** Work Elements in their current OWP and in future OWPs until the project is complete. Projects should be completed no later than June 30, 2017. All grant recipients must file a Final Request for Reimbursement no later than 60 days after the end of the fiscal year to coincide with the submission of the OWP Final Expenditure Report.

Requests for Reimbursements

Grant payments are made only as reimbursements. Invoices or requests for reimbursements (RFR) need to be submitted no more frequently than monthly or at a minimum quarterly. Grantees must pay sub-recipients and subcontractors prior to submitting a RFR to Caltrans. A one-time, **lump sum RFR for the entire grant is not allowed.** Local match (cash and third party in-kind contributions) must be expended on a proportional basis coinciding with each grant Work Element and RFR. The proportional expenditure of local match must be clearly identified in the project timeline. The local match must be rendered during the invoicing period to which the matching requirement applies.

Local Match Contribution

All federal grant programs require a non-federal local match (i.e., state or local funds). Non-federal sources for local match can include local sales tax, special bond measures, private donations, private foundations, etc. The Partnerships for Sustainable Transportation Grant Program requires the applicant to provide a minimum 20 percent local match. The Transit Planning Grant Program requires the applicant to provide a minimum 11.47 percent local match. The minimum local match is a percentage of the total project cost (i.e., minimum local match amount plus the grant amount). The local match can be all cash, all third party in-kind contributions, or a combination of the two.

Third Party In-Kind Contributions

Third party in-kind contributions are goods and services donated from outside the primary grantee's agency. Examples of third party in-kind contributions include donated printing, facilities, interpreters, equipment, advertising, time and effort, staff time, and other goods and services. The value of third party in-kind contributions must be directly benefiting and specifically identifiable to the project. The third party in-kind contribution information must be identified on the cover page of the grant application, the project timeline, and the project specific Work Element in the OWP.

If third party in-kind contributions are used for the local match, a third party in-kind valuation plan must be submitted to Caltrans for approval as a condition of grant acceptance. The third party in-kind valuation plan is an itemized breakdown by task and serves as documentation for the goods and/or services to be rendered.

Quarterly Reporting

For MPOs and RTPAs, the progress of each awarded Partnership Planning for Sustainable Transportation and Transit Planning grant project must be included as part of the OWP Quarterly Progress and Expenditure Report.

San Francisco Bay Area grant recipients shall submit progress reports every quarter for each Partnership Planning for Sustainable Transportation and Transit Planning grant project. Caltrans staff will provide the brief report form and due dates.

Disadvantaged Business Enterprise Reporting

Grant recipients are required to report any Partnership Planning for Sustainable Transportation and/or Transit Planning grant-funded contracting opportunities that may involve Disadvantaged Business Enterprise (DBE) participation. DBE reporting is required twice a year: April 1st and October 1st.

For details about DBE requirements, visit the ORIP DBE website at: **http://www.dot.ca.gov/hq/tpp/offices/orip/DBE/DBE.html**.

Final Product

All final reports funded through the Partnership Planning for Sustainable Transportation and the Transit Planning grant programs shall credit the Federal Transit Administration or Federal Highway Administration's financial participation on the cover or title page. An electronic copy of all final reports shall be forwarded to the Caltrans District Office responsible for the administration and oversight of the grant. The electronic copy will be accessible on the ORIP Grants website.

Review Process

All applications submitted to the Partnership Planning for Sustainable Transportation and Transit Planning grant programs go through three levels of review--Caltrans Districts, Caltrans Headquarters functional area experts, and two interagency review committees (one for Partnership Planning for Sustainable Transportation and one for Transit Planning). District staff reviews all applications for content, submission of proper documentation, and overall relationship to regional planning efforts. The district rates each application and provides comments to inform the interagency review committee. The Caltrans Headquarters functional area experts review and provide comments pertaining to the application subject matter, which are also used to inform the interagency review committee. The interagency review committees evaluate applications for content, completeness, meeting technical requirements, and overall relationship to statewide planning efforts. Once the interagency review committees evaluate, rank and select the best applications for grant funding, final recommendations are presented to Caltrans management for approval.

Partnership Planning for Sustainable Transportation

Funding

The Partnership Planning for Sustainable Transportation grant program is funded by the Federal Highway Administration (State Planning and Research, Part I). The Federal Highway Administration has authorized Caltrans to distribute these grant funds.

Approximately $2.5 million will be available for the fiscal year 2014-15 grant cycle. The maximum amount per grant cannot exceed $300,000.

This budget includes a one-time increase of $1 million in State Highway Account funds from the Environmental Justice and Community-Based Transportation Planning grant program hiatus.

Grant Specific Program Objective

The objective of the Partnership Planning for Sustainable Transportation Program is to encourage or strengthen multi-agency and/or government-to-government partnerships. The projects must have a statewide and/or regional benefit and may include partnering with local agencies to develop plans that align with SB 375 SCS implementation. The anticipated benefits of the project must ultimately result in improvements to the statewide or regional transportation system.

Example Project Types

- Studies that lead to SB 375 SCS implementation
- Studies that identify regional, inter-county, and/or statewide mobility and access needs
- Corridor studies and corridor preservation studies
- Projects that evaluate transportation issues involving ground access to international borders, seaports, airports, intermodal facilities, freight hubs, and recreational sites

Transit Planning

Funding

The Transit Planning Grant Program is funded by the Federal Transit Administration (Section 5304). The Federal Transit Administration has authorized Caltrans to distribute these grant funds. Funding distribution will depend on the quality and amount of applications for each Transit Planning program.

Transit Planning for Sustainable Communities

An estimated $1.8 million will be available for the fiscal year 2014-15 grant cycle. The maximum amount per grant cannot exceed $300,000.

Grant Specific Program Objective

The objective of the Transit Planning for Sustainable Communities Grant Program is to address transit planning issues of statewide or regional significance. The proposed planning studies are intended to improve transit services and to facilitate congestion relief by offering a sustainable alternative to the single occupant vehicle.

Example Project Types

- Identification of policies and procedures to integrate transit into the transportation system planning process
- Statewide transit planning surveys and research
- Identification of policies, strategies, and programs to preserve transit facilities and optimize transit infrastructure
- Projects that evaluate accessibility and connectivity of the multi-modal transportation network

Transit Planning for Rural Communities

An estimated $1,000,000 will be available for the fiscal year 2014-15 grant cycle. The maximum amount per grant cannot exceed $100,000. The maximum grant amount for student internships is $50,000.

Grant Specific Program Objective

The objective of the Transit Planning for Rural Communities Grant Program is to help with the technical planning for the operation and maintenance of a sustainable transit system. The intent is to support transit and/or intermodal planning studies that show benefit to rural or small urban service areas with a population of 100,000 and less.

Student internships in transit planning at public transportation agencies may be applied for under this grant program. The objective of student internships is to provide students an opportunity to gain work experience in transit planning at public transportation agencies. The intent is to foster the education of university and community college students with an interest in the field of transit planning. Internships are for students only. The application, including the project scope of work and timeline, should strike a balance between administration of the internship program and the specific intern assignments to be completed.

Example Project Types

- Short-range transit development plans
- Transit marketing plans
- Site selection studies
- Transit service implementation plans
- Ridership surveys
- Social service improvement studies
- Student Internships

Application Preparation

The transportation planning grant programs are competitive. This section provides applicants with supplemental information as well as details on required documents that must accompany an application at the time of submittal. All applicants are strongly encouraged to adhere to these requirements in order to score competitively during the application evaluation process.

Required Documents

Use the samples and checklists provided for the following required documents:

- Application
- Scope of Work
- Project Timeline

In addition, a map of project area is required to clearly identify the boundaries of the project area and to provide a sense of the context of the project.

Additional Documents

The following documents are not required, but enhance the overall application.

- Letters of Support
    - Letters of support must be submitted with the application package. Letters received separate from the application package may not be considered. The letters should be addressed to the applicant. Such letters can come from community-based organizations, local governments, Native American Tribal governments, service agencies, and elected officials.
- Photographs
    - Photographs of the proposed project area convey existing conditions and help to further explain the need for the grant.

Application Submittal Instructions

An applicant may submit more than one application. However, any **project** can only be submitted to one grant program. Caltrans Headquarters staff checks all applications between programs for duplication. Caltrans' district staff are a valuable resource and will be available during the application process to answer questions and help interested groups complete their applications.

All grant application packages are required to be submitted **via e-mail**. **An agency may only submit one application package per e-mail.** The Caltrans District contact must be copied (refer to the **Transportation Planning Grant District Contact List**) and the subject line needs to identify the district number, grant program, and project title (e.g., D1, PPST, City of Can Do Planning Project). The required items outlined on the next page must be attached to the e-mail as separate documents.

Please submit your application package to: **Regional.Planning.Grants@dot.ca.gov**

APPLICATIONS MUST BE SUBMITTED VIA E-MAIL NO LATER THAN
MONDAY, FEBRUARY 3, 2014
BY 10:00 AM

HARD COPIES WILL NOT BE ACCEPTED
LATE APPLICATIONS WILL NOT BE REVIEWED

The Grant Application Guide and application is available at the following website:
http://www.dot.ca.gov/hq/tpp/grants.html

Anticipated award announcements: Spring 2014 (contingent upon approval of the State budget)

Download the latest version of **Adobe Reader XI (11.0) ®** to complete the application. This version of Adobe is available free of charge.

GRANT APPLICATION CHECKLIST

The following documents are required and must be submitted via e-mail as separate attachments. Refer to the Grant Application Guide for additional information and/or samples. Failure to include any of the required documents will result in a reduced application score.

- ☐ Application* (Complete the PDF form provided online at **http://www.dot.ca.gov/hq/tpp/grants.html.**)
- ☐ Application Signature Page (print, sign, and scan this page in PDF format)
- ☐ Scope of Work (Microsoft Word format)
- ☐ Project Timeline (Microsoft Excel format)
- ☐ Map of Project Area

Supplemental Information:

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

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

Fiscal Year 2014-15
TRANSPORTATION PLANNING GRANT APPLICATION

Check One Grant Program:

- ☐ Partnership Planning for Sustainable Transportation
- ☐ Transit Planning for Sustainable Communities
- ☐ Transit Planning for Rural Communities

PROJECT TITLE	
PROJECT LOCATION (city and county)	

	APPLICANT	SUB-APPLICANT	SUB-APPLICANT
Organization			
Mailing Address			
City			
Zip Code			
Executive Director/designee and title	Mr.☐Ms.☐Mrs.☐	Mr.☐Ms.☐Mrs.☐	Mr.☐Ms.☐Mrs.☐
E-mail Address			
Contact Person and title	Mr.☐Ms.☐Mrs.☐	Mr. ☐Ms. ☐Mrs.☐	Mr.☐Ms.☐Mrs.☐
Contact E-mail Address			
Phone 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
$	$	$	$

Specific Source of Local Cash Match (i.e. local transportation funds, local sales tax, special bond measures, etc.)

LEGISLATIVE INFORMATION **Information in this section must directly be tied to the applicant's address.** **All legislative members in the project area do not need to be listed.**			
State Senator(s)		Assembly Member(s)	
Name(s)	District	Name(s)	District

***Use the following link to determine the legislators.**
http://findyourrep.legislature.ca.gov/ (search by address)

Grant applications must clearly demonstrate how the proposed transportation planning project promotes State and Federal Transportation Planning Goals. Select all that apply.

STATE TRANSPORTATION PLANNING GOALS

- ☐ Improve Multimodal Mobility and Accessibility for All People: Expand the system and enhance modal choices and connectivity to meet the state's future transportation demands.
- ☐ Preserve the Multimodal Transportation System: Maintain, manage, and efficiently utilize California's existing transportation system.
- ☐ Support a Vibrant Economy: Maintain, manage, and enhance the movement of goods and people to spur the economic development and growth, job creation, and trade.
- ☐ Improve Public Safety and Security: Ensure the safety and security of people, goods, services, and information in all modes of transportation.
- ☐ Foster Livable and Healthy Communities and Promote Social Equity: Find transportation solutions that balance and integrate community values with transportation safety and performance, and encourage public involvement in transportation decisions.
- ☐ Practice Environmental Stewardship: Plan and provide transportation services while protecting our environment, wildlife, historical, and cultural assets.

FEDERAL TRANSPORTATION PLANNING GOALS

- ☐ 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.

1. **Project Description (100 words maximum) (25 points):** Briefly summarize project.

A good project description is one that can summarize the project in a clear and concise manner.

2. **Project Justification (Do not exceed the space provided.) (25 points):** Describe the problems or deficiencies the project is attempting to address, as well as how the project will address the identified problems or deficiencies.

This section needs to clearly define the existing issues surrounding the project (e.g., transportation issues, inadequate transit services, impacts of heavy trucking on local streets, air pollution, etc). Also describe how this project addresses issues raised.

3. **Project Management (50 points)**
   A. Scope of Work in required Microsoft Word format (25 points)
   B. Project Timeline in required Microsoft Excel format (25 points)

See Scope of Work and Project Timeline samples and checklists for requirements.

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 program guidelines.

Signature of Authorized Official (Applicant)	*Print Name*
Title	*Date*
Signature of Authorized Official (Sub-Applicant)	*Print Name*
Title	*Date*

SCOPE OF WORK CHECKLIST

The scope of work is the official description of the work that is to be completed during the contract. **The scope of work must be consistent with the project timeline.**

The scope of work must:

- ☐ Be completed using the FY 2014-15 template provided and in Microsoft Word format.
- ☐ List all tasks and sub-tasks using the same title as stated in the project timeline.
- ☐ Have task and sub-task numbers in accurate and proper sequencing; consistent with the project timeline.
- ☐ List the responsible party for each task and subtask and ensure that it is consistent with the project timeline (i.e. applicant, sub-applicant, or consultant).
- ☐ Have a thorough Introduction to describe the project and project area demographics.
- ☐ Have a thorough and accurate narrative description of each task and sub-task.
- ☐ Include a task for a kick-off meeting with Caltrans at the start of the grant.
- ☐ Include a task for procurement of consultants, if consultants are needed.
- ☐ Include a task for invoicing.
- ☐ Include a task for quarterly reporting to Caltrans.
- ☐ Include public participation and services to diverse communities.
- ☐ Include project implementation/next steps.
- ☐ NOT include environmental, complex design, or engineering work and other ineligible activities.
- ☐ List the project deliverable for each task in a table following each task and ensure that it is consistent with the project timeline.

NOTE: Applications with missing components will be at a competitive disadvantage. Please use this checklist to make sure your scope of work is complete.

SAMPLE SCOPE OF WORK:

City of Can Do Complete Street Plan

The City of Can Do Complete Street Plan will provide a conceptual multi-modal planning foundation for the City's downtown main street corridor. The Plan will be used to evaluate how different complete street features enhance or detract from the vision of the community. The city intends to gather public input through interactive community workshops which will be the driving factor of the planning process. The City of Can Do Complete Street Plan will contain conceptual design only. It is the City of Can Do's intent that once this plan is complete, it will lead to implementation and development.

The below scope of work reflects the anticipated process and deliverables for the City of Can Do Complete Street Plan.

RESPONSIBLE PARTIES

The City of Can Do with the assistance of a consulting firm will perform this work. The City has not yet selected a consulting firm and the proper procurement procedures will be used through a competitive RFP process. City staff anticipates these figures will not differ substantially and will not exceed the grant request amount.

OVERALL PROJECT OBJECTIVES

- Reduce street crown and replace surface with enhanced and/or porous street pavers.
- Sidewalk widening and fully accessible ramp improvements at intersections.
- Add and improve bicycle lanes.
- Installation of street trees with grates and tree grates for existing trees that can be preserved.
- Installation of pedestrian-scale street lighting at intersections.
- Installation of street furniture and other design features.
- Application of "green street" concepts, such as storm water planter boxes and porous pavement where possible.
- Conceptual designs for underground utilities.
- Conceptual designs to improve drainage conveyance.

1. Project Initiation

Task 1.1: Project Kick-off Meeting

- The City will hold a kick-off meeting with Caltrans staff to discuss grant procedures and project expectations including invoicing, quarterly reporting, and all other relevant project information. Meeting summary will be documented.
- Responsible Party: The City

Task 1.2: Staff Coordination

- Monthly face-to-face project team meetings with consultants to ensure good communication on upcoming tasks and to make sure the project remains on time and within budget. Caltrans staff will be invited to the project team meetings.
- Responsible Party: The City

Task 1.3: RFP for Consultant Services

- Complete an RFP process for selection of a consultant using the proper procurement procedures.
- Responsible Party: The City

Task 1.4: Identify Existing Conditions

- Gather existing conditions and background data by identifying opportunities and constraints as well as standards that should be used to guide preparation of the plan such as existing and planned land uses, population characteristics, and travel projections within the City.
- Inventory and evaluate existing bicycle and pedestrian facilities.
- Responsible Party: Consultant

Task	Deliverable
1.1	*Meeting Notes*
1.2	*Monthly Meetings Notes*
1.3	*Copy of Procurement Procedures and Executed Consultant Contract*
1.4	*Existing Conditions Report*

2. Public Outreach

Note: All meetings will be publically noticed to ensure maximum attendance. All public notices will be in English and Spanish. Spanish translators and sign language interpreters will be present at all workshops.

Task 2.1: Community Workshop #1

- Walking tour and workshop. This workshop will introduce the project to the public, define project parameters, inform community of project opportunities and constraints, and solicit opinions from the community to shape Task 3.1, Develop Streetscape Concept.
- Responsible Party: Consultant

Task 2.2: Community Workshop #2

- An interactive workshop that will use clicker technology, modeling tools, and maps to present the streetscape design concept alternatives. Community will decide on preferred alternatives. Continue to solicit feedback from the community to shape Task 3.3, Draft Complete Street Plan.
- Responsible Party: Consultant

Task 2.3: Community Workshop #3

- Present Draft Design Concept and Report and continue to solicit feedback for public comments to shape Task 3.3, Draft Complete Street Plan and Task 3.6, Final Complete Street Plan.
- Responsible Party: Consultant

Task	Deliverable
2.1	*PowerPoint Presentation, Workshop Summary, Photos*
2.2	*PowerPoint Presentation, Workshop Summary, Photos*
2.3	*PowerPoint Presentation, Workshop Summary, Photos*

3. Streetscape Plan

Task 3.1: Develop Streetscape Concept

- Based on the existing conditions report and the community input from Workshop #1, a streetscape concept will be developed. Streetscape conceptual design will incorporate complete streets concepts and will include plans, sketches, and photos.
- Responsible Party: Consultant

Task 3.2: Develop Conceptual Design Concept Alternatives

- Up to three complete street conceptual design alternatives will be developed. Illustrations will be made in plan view, as street cross sections, and as sketches. A model simulation will be developed for each alternative. The alternatives will be prepared and presented at Community Workshop #2.
- Responsible Party: Consultant

Task 3.3: Draft Complete Street Plan

- Based on the preferred design alternative chosen in Workshop #2, a draft report will be prepared. The draft report will be presented at Workshop #3 for public comment.
- Responsible Party: Consultant

Task 3.4: Identify Potential Funding Sources

- Review and identify potential funding sources for future implementation of the preferred alternative.
- Responsible Party: Consultant

Task 3.5: Joint Planning/Parking and Safety/Bicycle Advisory Commission Meeting

- Coordinate a joint session among the three commissions to review the draft report and conceptual design alternative. Solicit feedback, respond to any questions, and resolve any critical issues.
- Responsible Party: The City/Consultant

Task 3.6: Final Complete Street Plan

- Complete the final report that addresses the comments given from Workshop #3 and the Joint Commission Meeting. Four hard-copies and four electronic copies of the final report will be submitted to Caltrans. Credit of the financial contribution of the grant program will be credited on the cover of the report.
- Responsible Party: Consultant

Task 3.7: City Council Adoption

- Present the final Complete Street Plan at the City Council meeting. Resolve any critical issues. Adopt final City of Can Do Complete Street Plan.
- Responsible Party: The City/Consultant

Task	**Deliverable**
3.1	*Sketches, illustrations*
3.2	*Sketches, illustrations*
3.3	*Draft Report*
3.4	*Funding Source Report*
3.5	*PowerPoint Presentation, Workshop Summary, Photos*
3.6	*Final Report*
3.7	*Meeting Notes*

4. Fiscal Management

Task 4.1: Invoicing

- Submit complete invoice packages to Caltrans District staff based on milestone completion—at least quarterly, but no more frequently than monthly.
- Responsible Party: The City

Task 4.2: Quarterly Reports

- Submit quarterly reports to Caltrans District staff providing a summary of project progress and grant/local match expenditures.
- Responsible Party: The City

Task	Deliverable
4.1	*Invoice Packages*
4.2	*Quarterly Reports*

PROJECT TIMELINE CHECKLIST

The project timeline is the official documentation of the budget and time frame of the project. **The project timeline must be consistent with the scope of work.**

The project timeline must:

- ☐ Be completed using the FY 2014-15 template provided (do not alter the template) and submit in Microsoft Excel format.
- ☐ List all tasks and sub-tasks with the same title as stated in the scope of work.
- ☐ Have task and sub-task numbers in proper sequencing, consistent with the scope of work.
- ☐ Include a task for a kick-off meeting with Caltrans at the start of the grant.
- ☐ Include a task for procurement of consultants, if consultants are needed.
- ☐ Include a task for quarterly reporting to Caltrans.
- ☐ Include a task for invoicing.
- ☐ List the responsible party for each task and sub-task, and ensure that it is consistent with the scope of work (i.e. applicant, sub-applicant, or consultant).
- ☐ Complete all budget columns as appropriate: Total Cost, Grant Amount, Local Cash Match, and if applicable, Local In-Kind Match.
- ☐ State a realistic total cost for each task based on the work that will be completed.
- ☐ Include a proportional spread of local match amongst each task. The match amount must be at least the minimum amount required by the grant program.
- ☐ Identify the indirect cost rate if indirect costs will be reimbursed.
- ☐ Have a best estimate of the amount of time needed to complete each task.
- ☐ Have the timeframe begin at the beginning of the contract period (Feb 2015).
- ☐ Have the timeframe extend all the way to the end of the contract period (Feb 2017).
- ☐ List the deliverable for each task as stated in the scope of work.

NOTE: Applications with missing components will be at a competitive disadvantage.

California Department of Transportation
Transportation Planning Grants
Fiscal Year 2014-2015

SAMPLE PROJECT TIMELINE

Project Title	City of Can Do Complete Street Plan							Grantee	The City of Can Do																													
			Budget				FY 2014/15												FY 2015/16												FY 2016/17							
Task Number	Task Title	Responsible Party	Total Cost	Grant Amount	Local Cash Match	Local In-Kind Match	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	Deliverable
1.0	***Project Initiation***																																					
1.1	Project Kick-off Meeting	The City	$970	$776	$194	$0																																Meeting Notes
1.2	Staff Coordination	The City	$3,000	$2,400	$600	$0																																Monthly Meeting Notes
1.3	RFP for Consultant Services	The City	$1,500	$1,200	$300	$0																																Copy of Procurement Procedures and Executed Consultant Contract
1.4	Identify Existing Conditions	Consultant	$2,400	$1,920	$480	$0																																Existing Conditions Report
2.0	***Public Outreach***																																					
2.1	Community Workshop #1	Consultant	$17,743	$13,949	$3,200	$349																																PowerPoint Presentation, Workshop Summary, Photos
2.2	Community Workshop #2	Consultant	$17,744	$13,995	$3,199	$350																																PowerPoint Presentation, Workshop Summary, Photos
2.3	Community Workshop #3	Consultant	$17,743	$14,194	$3,530	$18																																PowerPoint Presentation, Workshop Summary, Photos
3.0	***Streetscape Plan***																																					
3.1	Develop Streetscape Concept	Consultant	$25,000	$20,000	$5,000	$0																																Sketches, illustrations
3.2	Develop Conceptual Design Concept Alternatives	Consultant	$12,000	$9,600	$2,400	$0																																Sketches, illustrations
3.3	Draft Complete Street Plan	Consultant	$18,000	$14,400	$3,600	$0																																Draft report
3.4	Identify Potential Funding Sources	Consultant	$1,500	$1,200	$300	$0																																Funding Source Report
3.5	Joint Planning/Parking and Safety/Bicycle Advisory Commission Meeting	The City/ Consultant	$2,200	$1,760	$440	$0																																PowerPoint Presentation, Workshop Summary, Photos
3.6	Final Complete Street Plan	Consultant	$7,000	$5,600	$1,400	$0																																Final Report
3.7	City Council Adoption	The City/ Consultant	$500	$400	$100	$0																																Meeting Notes
4.0	***Fiscal Management***																																					
4.1	Invoicing	The City	$1,000	$800	$200	$0																																Invoice Packages
4.2	Quarterly Reports	The City	$1,200	$960	$240	$0																																Quarterly Reports
	TOTALS		**$129,054**	**$103,154**	**$25,183**	**$717**																																

Reimbursement of indirect costs is allowable upon approval of an Indirect Cost Allocation Plan for each year of project activities.
Provide rate if indirect costs are included in the project budget. Approved Indirect Cost Rate: _____%

This sample timeline is for illustrative purposes only. Your scope of work and timeline will include different tasks, funding amounts, deliverables, etc. The project timeline must be consistent with the scope of work.
Note: Each task must contain a grant amount and a local cash match amount. Local cash match must be proportionally distributed by the at least the minimum required match percentage throughout each task. Local in-kind match needs to be indicated where in-kind services will be used. Please review the grant program section that you are applying to for details on local match requirements.

THIRD PARTY IN-KIND VALUATION PLAN CHECKLIST

The third party in-kind valuation plan is an itemized breakdown by task and sub-task and serves as documentation for the goods and/or services to be donated. **The third party in-kind valuation plan must be consistent with the information provided on the project timeline and grant application cover sheet.**

This document is required upon grant award as a condition of grant acceptance.

The third party in-kind valuation plan must:

- ☐ Be completed using the FY 2014-15 template provided (do not alter the format).
- ☐ Name the third party in-kind local match provider.
- ☐ Describe how the third party in-kind local match will be tracked and documented for accounting purposes.
- ☐ Describe the fair market value of third party in-kind contributions and how the values were determined.
- ☐ Include an itemized breakdown by task and sub-task consistent with the project timeline.
- ☐ Be consistent with the in-kind local match amount reflected on the grant application cover sheet.

Sample

Third Party In-Kind Valuation Plan

Task	Activity	Title	Name of In-Kind Match Provider	Fair Market Value Determination	Fair Market Value or Hourly Rate	Number or Hours	Estimated Cost
2.1	Community Workshop #1	Donated Workshop Conference Room	CBO	The rental rate is established by CBO.	$50	4	$200
		Workshop Volunteer	Joe Smith, CBO	City of Can Do researched the cost for workshop facilitators and determined the average rate.	$43	4	$170
2.2	Community Workshop #2	Use of Projector and Laptop	CBO	The rental rate is established by CBO.	$50	4	$200
		Workshop Volunteer	Joe Smith, CBO	City of Can Do researched the cost for workshop facilitators and determined the average rate.	$43	4	$170
2.3	Community Workshop #3	Copies and Flyers	CBO	Average Copy Costs	$0.35	570	$200
		Workshop Volunteer	Joe Smith, CBO	City of Can Do researched the cost for workshop facilitators and determined the average rate.	$43	4	$170
						Total In-kind Match :	**$1,111**

How the third party in-kind match will be documented for accounting purposes:	The third party in-kind provider will submit a statement for donated services rendered to the City of Can Do with the value of the estimated cost for each task noted.

LOCAL RESOLUTION

(Caltrans District 4 grants only)

A local resolution is required upon grant award as a condition of grant acceptance.

The local resolution must:

- ☐ State the title of the project.
- ☐ State the title of the person authorized to enter into a contract with Caltrans on behalf of the applicant.
- ☐ Be enacted by the application deadline. Resolutions more than a year old will not be accepted.
- ☐ Be signed by the governing board of the grant applicant.

SAMPLE LOCAL RESOLUTION

CITY OF CAN DO
RESOLUTION NO. 009-2012

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF CAN DO AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR THE CITY OF CAN DO COMPLETE STREET PLAN

1

WHEREAS, the Board of Directors of for the City of Can Do is eligible to receive Federal and/or State funding for certain transportation planning related plans, through the California Department of Transportation; and

WHEREAS, a Fund Transfer Agreement is needed to be executed with the California Department of Transportation before such funds can be claimed through the Transportation Planning Grant Programs; and

WHEREAS, the City of Can Do wishes to delegate authorization to execute these agreements and any amendments thereto;

2

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Can Do, authorize the Executive Director, or designee, to execute all Fund Transfer Agreements and any amendments thereto with the California Department of Transportation.

APPROVED AND PASSED this 4th day of February, 2013

3

4

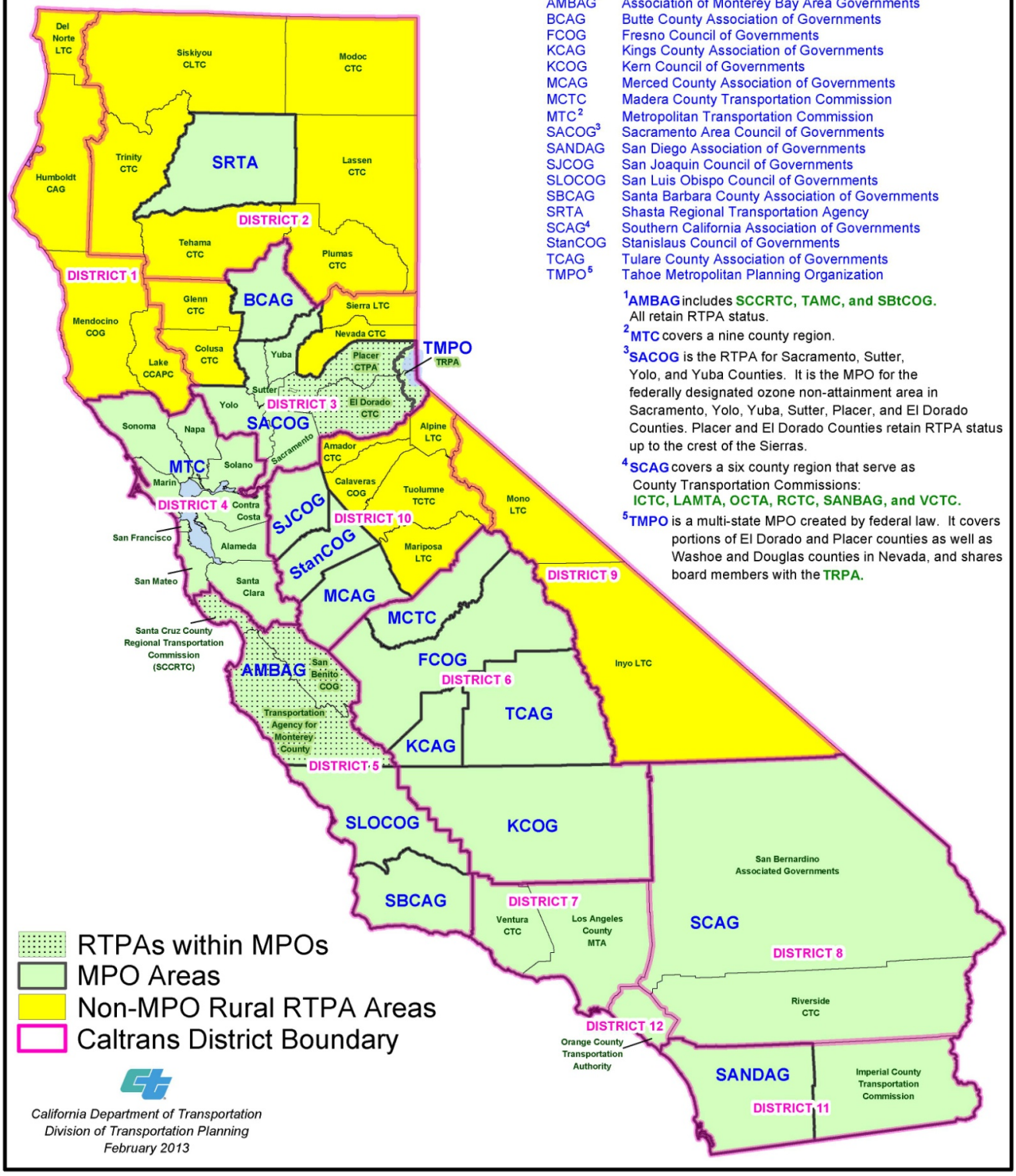
John Doe, Chair

ATTEST:

Eileen Wright, Executive Director

CALIFORNIA

Metropolitan Planning Organizations(MPOs) and Regional Transportation Planning Agencies (RTPAs)



Caltrans Transportation Planning Grant
District Contact List

DISTRICT	CONTACT	MPO/RTPA
DISTRICT 1 1656 Union Street P.O. Box 3700 Eureka, CA 95502	Rex Jackman (707) 445-6412 Email: rex.jackman@dot.ca.gov	• Del Norte LTC • Humboldt CAOG • Lake CCAPC • Mendocino COG
DISTRICT 2 1657 Riverside Drive Redding, CA 96001	Michelle Millette (530) 229-0517 Email: michelle.millette@dot.ca.gov	• Lassen CTC • Tehama CTC • Modoc LTC • Trinity CTC • Plumas CTC • Siskiyou CLTC • Shasta RTA
DISTRICT 3 703 B Street Marysville, CA 95901	Beatriz Gonzalez (530) 741-5173 Email: beatriz.gonzalez@dot.ca.gov	• Butte CAG • Sierra LTC • Colusa CTC • Glenn CTC • El Dorado CTC • Nevada CTC • Placer CTPA • Sacramento Area COG • TRPA—Tahoe Basin • Tahoe MPO
DISTRICT 4 111 Grand Avenue P.O. Box 23660 Oakland, CA 94623-0660	**Transit—** Becky Frank (510) 286-5536 Email: becky.frank@dot.ca.gov **Partnership—** Ina Gerhard (510) 286-5598 Email: ina.gerhard@dot.ca.gov	• Metropolitan Transportation Commission
DISTRICT 5 50 Higuera Street San Luis Obispo, CA 93401-5415	Melissa Streder (805) 549-3800 Email: melissa.streder@dot.ca.gov	• Monterey TAMC • Santa Cruz CCRTC • San Benito COG • Association of Monterey County Bay Area Governments • Santa Barbara CAG • San Luis Obispo COG

Caltrans Transportation Planning Grant
District Contact List

DISTRICT	CONTACT	MPO/RTPA
DISTRICT 6 1352 W. Olive Avenue P.O. Box 12616 Fresno, CA 93778-2616	Paul Marquez (559) 445-5867 Email: paul.marquez@dot.ca.gov Alec Kimmel (559) 488-4325 Email: alec.kimmel@dot.ca.gov	• Fresno COG • Tulare CAG • Kern COG • Kings CAG • Madera CTC
DISTRICT 7 100 S. Main Street Los Angeles, CA 90012	Charles Lau (213) 897-0197 Email: charles.lau@dot.ca.gov	• Southern California Association of Governments
DISTRICT 8 464 W. 4th Street Mail Station 725 San Bernardino, CA 92401	Dan Kopulsky (909) 383-4557 Email: dan.kopulsky@dot.ca.gov	• Sothern California Association of Governments
DISTRICT 9 500 S. Main Street Bishop, CA 93514	**Inyo & E. Kern—** Dave Bloom (760) 872-6799 Email: dave.bloom@dot.ca.gov **Mono—** Forest Becket (760) 872-0659 Email: forest.becket@dot.ca.gov	• Inyo LTC • Mono LTC • Eastern Kern (COG)
DISTRICT 10 1976 E. Dr. Martin Luther King Boulevard P.O. Box 2048 Stockton, CA 95201	**Mountain Counties—** John Gedney (209) 948-7112 Email: john.gedney@dot.ca.gov **Merced, San Joaquin, Stanislaus Counties—** Tom Dumas (209) 941-1921 Email: tom.dumas@dot.ca.gov	• Alpine CTC • Amador CTC • Calaveras COG • Mariposa LTC • Merced CAG • Tuolumne CCAPC • San Joaquin COG • Stanislaus COG
DISTRICT 11 4050 Taylor Street Mail Station 240 San Diego, CA 92110	Connery Cepeda (619) 688-6003 Email: connery.cepeda@dot.ca.gov	• San Diego Association of Governments
DISTRICT 12 3347 Michelson Drive Suite 100 Irvine, CA 92612-0661	Maureen El Harake (949) 724-2086 Email: maureen.el.harake@dot.ca.gov	• Southern California Association of Governments

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Caltrans