CALTRANS SUSTAINABLE TRANSPORTATION PLANNING
FISCAL YEAR 2015-2016

Grant Application Guide

STRATEGIC PARTNERSHIPS
SUSTAINABLE COMMUNITIES

APPLICATION DEADLINE
OCTOBER 31, 2014 AT 5:00 PM

CALTRANS DIVISION OF TRANSPORTATION PLANNING

Table of Contents

Sustainable Transportation Planning Grant Program…..…...……..… **1**

Sustainable Transportation Planning Grant Summary Chart……..……..… **4**

General Information and Requirements.…….……..... **5**

Grant Program Overview.…….…….……..... **9**

Application Preparation….……..……..... **14**

- Application Submittal Instructions…… **15**
- Grant Application Checklist and Sample……...……..……. **16**
- Scope of Work Checklist and Sample……..…… **24**
- Project Timeline Checklist and Sample……..……..... **30**
- Third Party In-Kind Valuation Plan Checklist and Sample…..……..... **32**
- Local Resolution Checklist and Sample.……..... **34**

Caltrans District and Regional Agency Boundaries Map……..... **36**

Caltrans Sustainable Transportation Planning Grant District Contact List…..……..... **37**

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Sustainable Transportation Planning Grant Program

The Sustainable Transportation Planning Grant Program was created to support the California Department of Transportation's (Caltrans) current Mission: *Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability.*

Current significant efforts were also considered during Grant Program development, such as:

- California Transportation Infrastructure Priorities Vision and Core Concepts;
- State Smart Transportation Initiative Assessment and Recommendations;
- Caltrans Program Review Major Actions;
- California Transportation Plan (CTP) 2040 Vision and Goals; and,
- Smart Mobility 2010 Principles.

Grant Program Overarching Objectives were also identified to ensure consideration of these major efforts in transportation planning, including: **Sustainability, Preservation, Mobility, Safety, Innovation, Economy, Health, and Equity.**

In addition, grant administration processes have been streamlined and made consistent to benefit our partners. Most notable is the earlier release date of this *Grant Application Guide*, the earlier application deadline, and an earlier grant award announcement date. With this advanced process, grant recipients can anticipate starting project activities in July 2015, pending State Budget approval.

The original intent and available budget of the Grant Program remains unchanged from previous years. Although dedicated grants no longer exist for Environmental Justice, Community-Based Transportation Planning, and Transit Planning, these important areas are still eligible for funding under the new Grant Program. Caltrans still provides transportation planning grants to promote a balanced, comprehensive multimodal transportation system. However, Caltrans revised the Grant Program to reflect current goals that direct us to emphasize more transportation planning efforts that promote sustainability.

These grants may be used for a wide range of transportation planning purposes that 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 Caltrans Division of Transportation Planning provides the following transportation planning grants:

- Strategic Partnerships
- Sustainable 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.

[1] Source: California Transportation Plan 2040

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.

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 Caltrans Mission, Grant Program Overarching Objectives, and the CTP 2040 Vision. The State and Federal goals provide the framework for the Strategic Partnerships and Sustainable Communities grants. A competitive grant application addresses and articulates how the project relates to the Caltrans Mission, Grant Program Overarching Objectives, CTP 2040 Vision, and multiple State and Federal goals. The Grant Specific Objectives on Page 12 indicate the specific purpose of each grant, and must also be considered when preparing an application. Overall, successful grant applications clearly demonstrate how the proposed project integrates the goals and objectives.

Promoting Sustainable Communities in California

Caltrans supports Senate Bill 375 (SB 375, 2008) Sustainable Communities Strategy (SCS) efforts. Applications should complement SCS efforts, if they exist in the geographical region. The SCS is a tool that is intended to help communities reduce transportation related greenhouse gas emissions and assist local and regional governments in creating sustainable communities for residents throughout the State. Information on SCS efforts can be found at: **http://www.arb.ca.gov/cc/sb375/sb375.htm**.

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

Although most rural areas of the State are not subjected to SB 375/SCS requirements, Caltrans still promotes the development of sustainable communities in these areas of the State. Eligible rural agencies are strongly encouraged to apply for Sustainable Communities grants.

Complete Streets and Smart Mobility Framework

Caltrans also supports complete streets and the Smart Mobility Framework (SMF). If applicable, Caltrans encourages applicants to 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**

Sustainable Transportation Planning Grant Summary Chart

GRANT	FUND SOURCE	PURPOSE	WHO MAY APPLY	LOCAL MATCH
Strategic Partnerships	Federal Highway Administration— State Planning and Research, Part 1 **Budget** Federal funds $1,500,000 **Grant Min** $100,000 **Grant Max** $500,000	Funds transportation planning studies of interregional and statewide significance, in partnership with Caltrans.	**The following are eligible to apply as a primary applicant:** • Metropolitan Planning Organizations and Regional Transportation Planning Agencies **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.
Sustainable Communities	Federal Transit Administration, Section 5304 & State Highway Account **Budget** Federal/State funds $8,300,000 **Grant Min** $50,000 **Grant Max** $500,000	Funds studies of multimodal transportation issues having statewide, interregional, regional or local significance to assist in achieving the Caltrans Mission and overarching objectives.	**The following are eligible to apply as a primary applicant:** • Metropolitan Planning Organizations and Regional Transportation Planning Agencies • 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**	11.47% minimum (in cash or an in-kind* contribution). The entire minimum 11.47% local match may be in the form of an in-kind contribution.

* For in-kind contribution requirements, refer to Page 10 of 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).

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 420.133 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 transportation 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
- Economic development plans or studies
- Land use plans or studies
- 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
- Unreasonable incentives such as prizes for public participation
- 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.*

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) 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.

Caltrans is responsible for complying with Civil Rights requirements and for monitoring funding compliance of any sub-applicants. Grant recipients of federal funds are required to comply with FTA Circular 4702.1B, and must submit a copy of the agency's governing board-approved Title VI Program. Caltrans staff will contact grantees to ensure this requirement is satisfied.

Disadvantaged Business Enterprise Reporting

Grant recipients of federal funds are required to report any Strategic Partnerships and/or Sustainable Communities 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 Office of Regional and Interagency Planning (ORIP) DBE website at: **http://www.dot.ca.gov/hq/tpp/offices/orip/DBE/DBE.html**.

Pre-Award Audit

The Strategic Partnerships and Sustainable Communities grants are available in amounts up to $500,000. 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 Caltrans.

If a pre-award audit is needed, the local Caltrans District Office will contact the grantee 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 agreement.

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.

Award Terms

Caltrans is committed to being an active partner. If awarded a grant, the applicant should include Caltrans District staff when planning both technical advisory and community meetings. In addition, Caltrans 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

The Sustainable Transportation Planning Grant Program is state *and* federal 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.

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 align with the RTP/SCS for the entire MPO region.

Who May Apply – Strategic Partnerships

Only MPOs and RTPAs that have a current Master Fund Transfer Agreement with Caltrans Headquarters ORIP may apply directly for the Strategic Partnerships grants. **Eligible sub-applicants include**: universities and community colleges, Native American Tribal Governments, cities and counties, community-based organizations, non-profit organizations (501.c.3), and public entities.

Who May Apply – Sustainable Communities

Eligible primary applicants for the Sustainable Communities grants include: MPOs and RTPAs that have a current Master Fund Transfer Agreement with Caltrans Headquarters ORIP; transit agencies; cities and counties; and, Native American Tribal Governments. **Eligible sub-applicants** include: universities and community colleges; Native American Tribal Governments; cities and counties; community-based organizations; non-profit organizations (501.c.3), and public entities.

For the Sustainable Communities grants, Caltrans will contract directly with eligible non-MPO/RTPA 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 can occur as soon as July 2015, pending State Budget approval. It is important for applicants to reflect this estimated project start date in the Scope of Work and Project Timeline. Consider these dates when developing the Scope of Work and Project Timeline:

July 2015

- Anticipated start date, pending State Budget approval

February 28, 2018

- Contract expires **(no time extensions will be granted)**
- Reimbursable work must be completed

April 28, 2018

- 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 the entire grant award and local match programmed in the Fiscal Year 2015-16 Overall Work Program (OWP) no later than May 1, 2016. Approved projects must be identified as **individual** Work Elements in the current OWP and in future OWPs until the project is complete. **Projects should be completed no later than June 30, 2018**. A Final Request for Reimbursement must be filed 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 grants require a local match. Revenue sources for local match can include local sales tax, special bond measures, private donations, private foundations, etc. The Strategic Partnerships grants require the applicant to provide a minimum 20 percent non-federal local match. The Sustainable Communities grants require the applicant to provide a minimum 11.47 percent local match—MPOs must provide a non-federal local match and other grantees may use any source of funds for the 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 Grant Application Cover Sheet, the Project Timeline, and the project specific Work Element in the OWP, if applicable.

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 grant project must be included as part of the OWP Quarterly Progress and Expenditure Report.

All other direct grant recipients shall submit progress reports every quarter for each awarded grant project. Caltrans staff will provide the brief report form and due dates.

Final Product

All final reports funded through the Sustainable Transportation Planning Grant Program shall credit the FTA, FHWA, or Caltrans' 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 Sustainable Transportation Planning Grant Program go through three levels of review--Caltrans Districts, Caltrans Headquarters functional area experts, and two State and Federal interagency review committees (one for Strategic Partnerships and one for Sustainable Communities). District staff reviews all applications for content, submission of proper documentation, and overall relationship to regional and local 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.

Strategic Partnerships

Funding

The Strategic Partnerships grants are funded by the FHWA (State Planning and Research, Part I). The FHWA has authorized Caltrans to distribute these grant funds.

Approximately $1.5 million will be available for the Fiscal Year 2015-16 grant cycle. The minimum grant is $100,000 and the maximum amount per grant cannot exceed $500,000.

Grant Specific Objective

The objective of Strategic Partnerships is to achieve the Caltrans Mission and Grant Program Overarching Objectives on Page 1, encourage regional agencies to partner with Caltrans to identify and address statewide/interregional transportation deficiencies in the state highway system, strengthen government-to-government relationships, and result in programmed system improvements.

Example Project Types

- Studies that identify interregional, inter-county, and/or statewide mobility and access needs
- Corridor studies and corridor performance/preservation studies
- Studies that evaluate transportation issues involving ground access to international borders, seaports, airports, intermodal facilities, freight hubs, and recreational sites
- Studies for relinquishment of state routes
- Statewide research or modeling tools
- Transportation demand management plans
- System investment prioritization plans

Sustainable Communities

Funding

The Sustainable Communities grants are funded by the FTA (Section 5304) and also the State Highway Account. The FTA has authorized Caltrans to distribute these grant funds. Funding distribution will depend on the quality and amount of applications in each applicant pool, i.e., MPOs, RTPAs, cities and counties, transit agencies, and Native American Tribal Governments.

Approximately $8.3 million will be available for the Fiscal Year 2015-16 grant cycle. The minimum grant is $50,000 and the maximum amount per grant cannot exceed $500,000.

Grant Specific Objective

The objective of Sustainable Communities grants is to achieve the Caltrans Mission and Grant Program Overarching Objectives on Page 1, identify and address mobility deficiencies in the multimodal transportation system, encourage stakeholder collaboration, involve active public engagement, integrate Smart Mobility 2010 concepts, and ultimately result in programmed system improvements.

Student internships in transit planning at rural public transportation agencies may be applied for under this grant. **Only rural agencies may apply for student internships**. 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 Scope of Work and Project Timeline, should strike a balance between administration of the internship program and the specific intern assignments to be completed.

Example Project Types

- Studies that advance a community's effort to reduce transportation related greenhouse gases
- Studies that assist transportation agencies in creating sustainable communities
- Community to school studies or safe routes to school plans
- Studies that advances a community's effort to address the impacts of climate change and sea level rise
- Jobs and affordable housing proximity studies
- Context-sensitive streetscapes or town center plans
- Complete street plans
- Bike and pedestrian safety enhancement plans
- Traffic calming and safety enhancement plans
- Corridor enhancement studies
- Health equity transportation studies
- Climate change adaptation plans for transportation facilities
- Transit plans, surveys and research
- Identification of policies, strategies, and programs to preserve transit facilities and optimize transit infrastructure
- Studies that evaluate accessibility and connectivity of the multimodal transportation network
- Short range transit development plans
- Transit marketing plans
- Social service improvement studies
- Student Internships (Only for Rural Agencies)
- Studies that address environmental justice issues in a transportation related context

Application Preparation

The Sustainable Transportation Planning Grant Program is 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

A **map of project area** is also 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 either Strategic Partnerships or Sustainable Communities. Caltrans Headquarters staff checks all applications between programs for duplication.

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 Office contact must be copied (refer to the **District Contact List** on Page 37) and the subject line needs to identify the district number, grant program, and project title (e.g., D1, SP, 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
FRIDAY, OCTOBER 31, 2014
BY 5:00 PM

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

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

Anticipated award announcements: Spring 2015 (contingent upon approval of the State Budget)

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

Caltrans District Office staff is a valuable resource and will be available during the application process to answer questions and help interested groups complete their applications. Refer to the District Contact List on Page 37 for contact information.

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 2015-16
SUSTAINABLE TRANSPORTATION PLANNING GRANT APPLICATION

Check One Grant Program:

☐ Strategic Partnerships
☐ Sustainable 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.)

Fiscal Year 2015-16
SUSTAINABLE TRANSPORTATION PLANNING GRANT APPLICATION

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.

Fiscal Year 2015-16
SUSTAINABLE TRANSPORTATION PLANNING GRANT APPLICATION

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.

Fiscal Year 2015-16
SUSTAINABLE TRANSPORTATION PLANNING GRANT APPLICATION

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.

Fiscal Year 2015-16
SUSTAINABLE TRANSPORTATION PLANNING
GRANT APPLICATION

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.

Fiscal Year 2015-16
SUSTAINABLE TRANSPORTATION PLANNING
GRANT APPLICATION

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.

Fiscal Year 2015-16
SUSTAINABLE TRANSPORTATION PLANNING GRANT APPLICATION

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 Fiscal Year 2015-16 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 Fiscal Year 2015-16 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 start at the beginning of the grant period (July 2015).
- ☐ Have the timeframe extend all the way to the end of the grant period (June 2018 for MPO/RTPAs or Feb 2018 for non-MPO/RTPAs).
- ☐ 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 2015-2016

SAMPLE PROJECT TIMELINE

Project Title	City of Can Do Complete Street Plan	Grantee	*The City of Can Do*

Task Number	Task Title	Responsible Party	Budget: Total Cost	Budget: Grant Amount	Budget: Local Cash Match	Budget: Local In-Kind Match	FY 2015/16 J A S O N D J F M A M J	FY 2016/17 J A S O N D J F M A M J	FY 2017/18 J A S O N D J F M A M J	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 Fiscal Year 2015-16 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

(Only Applies to Non-MPO/RTPAs)

A local resolution is NOT required at the grant application stage; however, it is required upon award, as a condition of grant acceptance.

The local resolution must:

1. State the title of the project.
2. State the job title of the person authorized to enter into a contract with Caltrans on behalf of the applicant.
3. Resolutions more than a year old will not be accepted.
4. 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

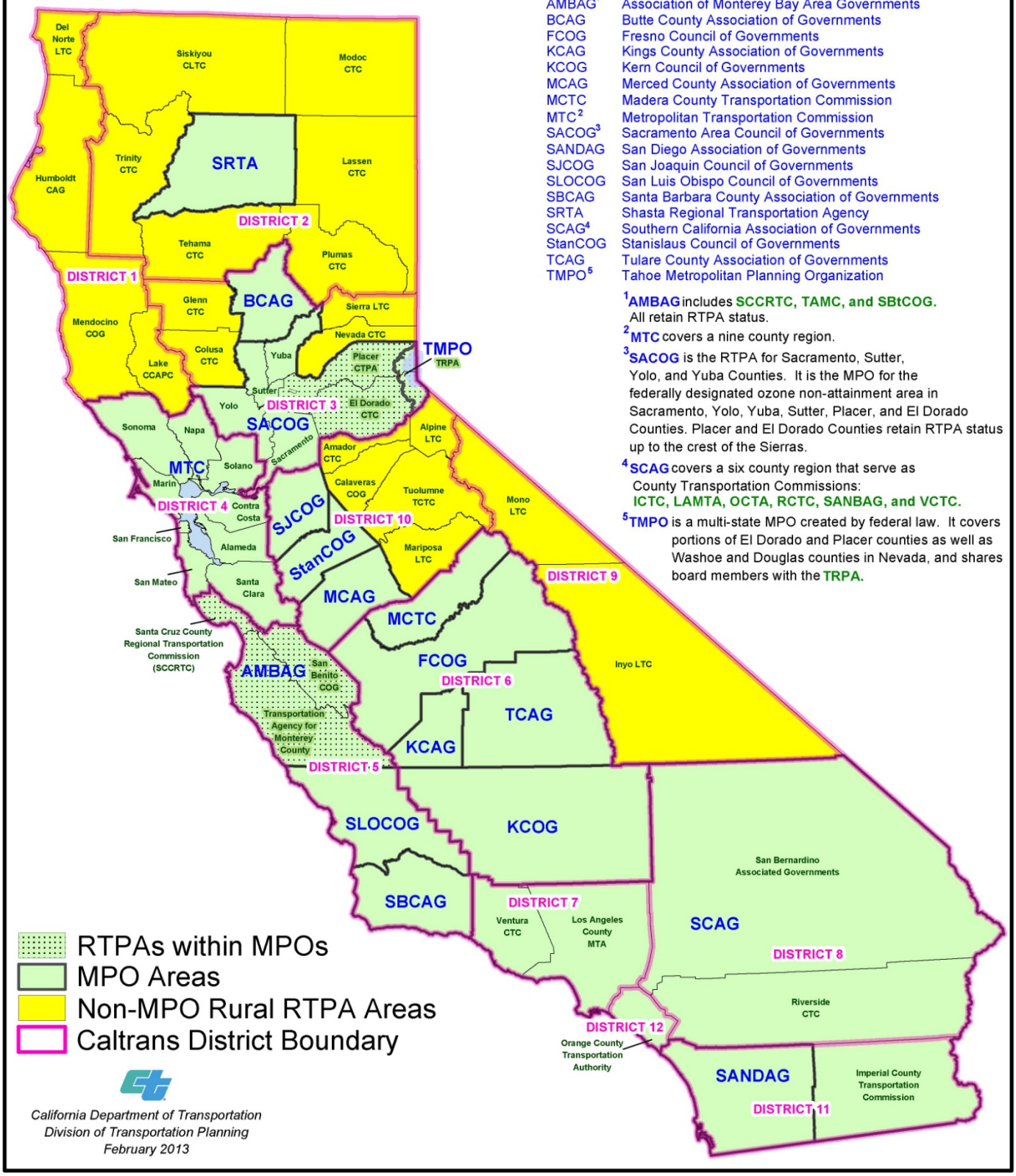
4

John Doe, Chair

ATTEST:

Eileen Wright, Executive Director

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



AMBAG[1]	Association of Monterey Bay Area Governments
BCAG	Butte County Association of Governments
FCOG	Fresno Council of Governments
KCAG	Kings County Association of Governments
KCOG	Kern Council of Governments
MCAG	Merced County Association of Governments
MCTC	Madera County Transportation Commission
MTC[2]	Metropolitan Transportation Commission
SACOG[3]	Sacramento Area Council of Governments
SANDAG	San Diego Association of Governments
SJCOG	San Joaquin Council of Governments
SLOCOG	San Luis Obispo Council of Governments
SBCAG	Santa Barbara County Association of Governments
SRTA	Shasta Regional Transportation Agency
SCAG[4]	Southern California Association of Governments
StanCOG	Stanislaus Council of Governments
TCAG	Tulare County Association of Governments
TMPO[5]	Tahoe Metropolitan Planning Organization

[1] **AMBAG** includes **SCCRTC, TAMC, and SBtCOG.** All retain RTPA status.

[2] **MTC** covers a nine county region.

[3] **SACOG** is the RTPA for Sacramento, Sutter, Yolo, and Yuba Counties. It is the MPO for the federally designated ozone non-attainment area in Sacramento, Yolo, Yuba, Sutter, Placer, and El Dorado Counties. Placer and El Dorado Counties retain RTPA status up to the crest of the Sierras.

[4] **SCAG** covers a six county region that serve as County Transportation Commissions: **ICTC, LAMTA, OCTA, RCTC, SANBAG, and VCTC.**

[5] **TMPO** is a multi-state MPO created by federal law. It covers portions of El Dorado and Placer counties as well as Washoe and Douglas counties in Nevada, and shares board members with the **TRPA.**

California Department of Transportation
Division of Transportation Planning
February 2013

Caltrans Sustainable 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	**Sustainable Communities—** Becky Frank (510) 286-5536 Email: becky.frank@dot.ca.gov Blesilda Gebreyesus (510) 286-5575 Email: blesilda.gebreyesus@dot.ca.gov **Strategic Partnerships—** 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 Sustainable 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 722 San Bernardino, CA 92401	Rebecca Forbes (909) 388-7139 Email: rebecca.forbes@dot.ca.gov	• Sothern California Association of Governments
DISTRICT 9 500 S. Main Street Bishop, CA 93514	Dave Bloom (760) 872-6799 Email: dave.bloom@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	Seth Cutter (619) 688-2597 Email: seth.cutter@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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